

# *WildCAD*

# User Guide

Version 5.0

Bighorn Information Systems  
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## OVERVIEW

WildCAD is a GIS-based Computer-Aided Dispatch (CAD) system developed by Bighorn Information Systems for wildland fire agencies. WildCAD is targeted for Emergency Communications Centers of all sizes.

### ***Features***

- Multiple Response Types – e.g. wildland fire, HAZMAT, law enforcement.
- Automated Run Cards based on user-defined criteria.
- User-defined GIS layers: response areas; transportation; recreation base map image; hazards; public land survey system; vegetation; historical fires/incidents.
- Rapid, easy incident initiation and resource status.
- Complete database of incidents, dispatches, and dispositions.
- Variety of reports.

### ***Technical***

- 32-bit Windows application (9x or later)
- Microsoft Access database
- Visual Basic
- Networked – multiple, simultaneous dispatches
- Does not require separate GIS application software
- Networked Users must have modify permission for \WildCAD folder on WildCAD Server, and modify permission for their local C:\WCADtemp folder

### ***Format of the WildCAD User Guide***

The WildCAD User Guide is designed to lead a dispatcher through a typical duty day. The Sections are broken down into nine major headings.

- **Dispatch Introduction** – which gives an overview of four key screen you will normally want to have opened in WildCAD
- **General Functions** – is the log in, preferences and system administrator mode descriptions as you first start up WildCAD.
- **Daily Routines** – group together the functionality of WildCAD that is dealing with the update that only occur either daily, weekly or as needed.
- **Opening Operations** – are the screens in WildCAD that are open at the start of each shift.
- **Incidents** – explain how to use the incident screens and associated incident tabs.
- **Incident Record Management** – deals with how to find and manage incident records in WildCAD
- **Tools** – this section describes the use to all the tools available to the dispatcher,
- **Reports** - there are five different report groups that allow you to product over 25 reports and the ability to create any number custom reports.
- **Utilities** – provide a variety utilities and windows in the database structure of WildCAD.

## DISPATCHER INTRODUCTION

Welcome to WildCAD!

While there are many advanced features in WildCAD, the core business of managing an Incident is really quite simple.

There are four screens you will normally want to have opened in WildCAD. Each can be opened with a shortcut key:

**F5** (or, View Menu - Map): Opens the WildCAD map. Allow several seconds for the map to load.

**F7** (or, Incidents Menu - Resource Status): Opens the screen where you can perform status changes that are not related to Incidents, such as "In Service".

**F8** (or, Incidents Menu - Open Incidents): Opens the screen that displays existing, open Incidents.

**F12** (or, View Menu – Daily Log): Opens the screen that display the “Daily Log” where you can document the activities not directly related to a specific Incident.

One more shortcut key is frequently used: F9 will start a new Incident, although you will have to enter all information such as location and Response Area.

The easiest way to start a new Incident is to go to the “Find” button in the lower left of the Map window, enter the information as it is reported to you and hit “Go”, this will locate the incident on the map and you hit the “New Incident” button. If you know the map location you can use the map, find the location of the Incident, and hit the "New Incident" button. Or

Although it is possible to leave numerous Incident windows opened on your screen in WildCAD, it is recommended that you do your work in an Incident window and then close the window by clicking on the "x" in the upper right corner.

The following pages step you through the various menus in WildCAD. Many of them are intended for advanced users, but all dispatchers should pay particular attention to the Map section and the Incident section.

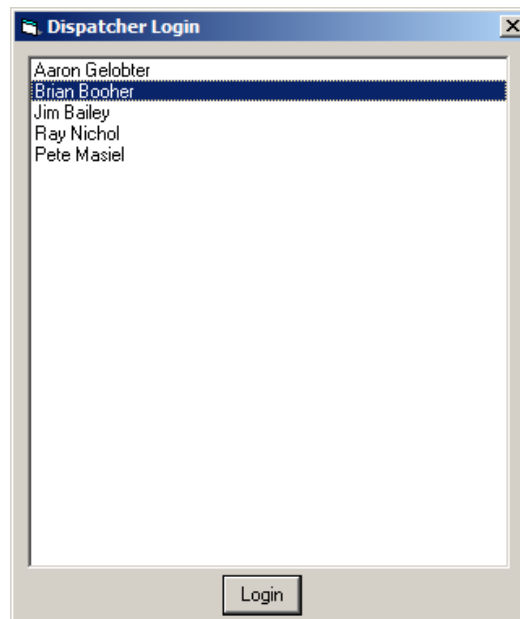
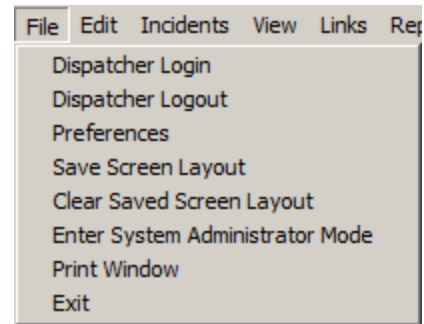
## GENERAL FUNCTIONS (File Menu)

The File Menu is used to perform a variety of functions in WildCAD.

### *Dispatcher Login*

**File => Dispatcher Login or Dispatcher Logout**

The first item requires Dispatchers to Login to WildCAD; this is the same window for a Dispatcher to Logout:

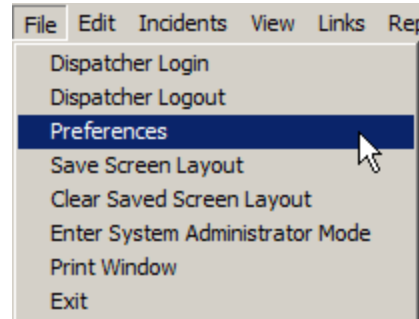
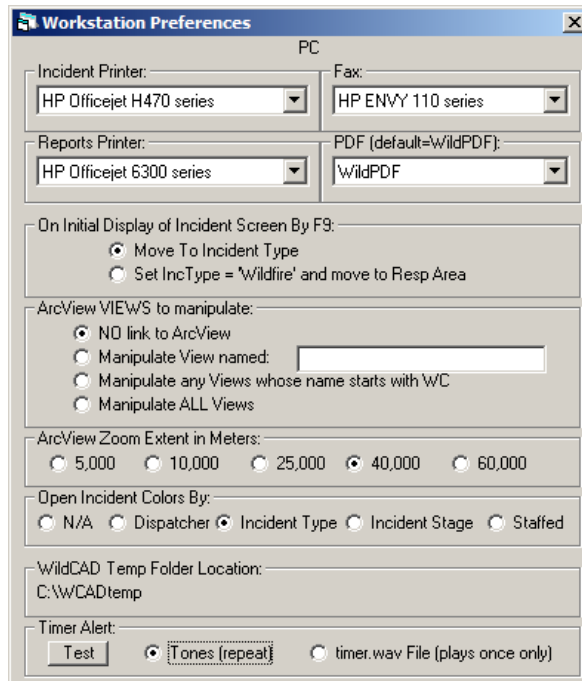


Simply select your name from the list, and click on **"Login"**. Thereafter, your name and initials will be the default in WildCAD whenever the Dispatcher name is requested. To change logins, select the **"Dispatcher Logout"** and select another name.

## Preferences

### File => Dispatcher Login

The Preferences screen allows you to enter information about your Workstation:



The two lists of printers show all printers which have been established on your computer. Select the printer you want to use for printing Incidents, and for all other reports. You may fax Incident Reports directly from WildCAD if your workstation has a phone line connected and if you have established the fax as provided in Windows. If so, select the fax from the pull down. The horizontal and vertical adjustments were needed for an earlier version of the Incident report, and should not be needed in your center.

The F9 key is a shortcut key to start a new Incident. You may choose whether or not WildCAD should automatically make it a Wildfire Incident.

If you have ArcView 3.x on your computer, you can establish a link from WildCAD to ArcView. Select which VIEWS to manipulate ("ALL" is recommended), and specify the Extent to display (in meters). You must then start ArcView running in order for this feature to work.

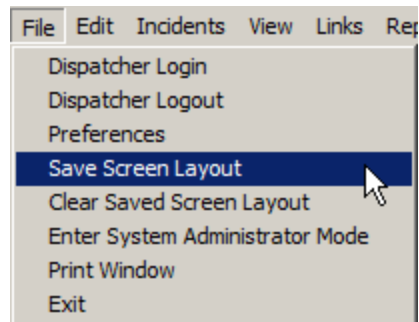
You may select how the F8 Open Incidents screen uses colors.

The location of the temporary folder is displayed for reference.

Select **Timer Alert** either as Tone (repeat) or Timer.wav File, which must be stored on the WildCAD server. Test the alert by depressing the **"Test"** button.

## ***Save Screen Layout***

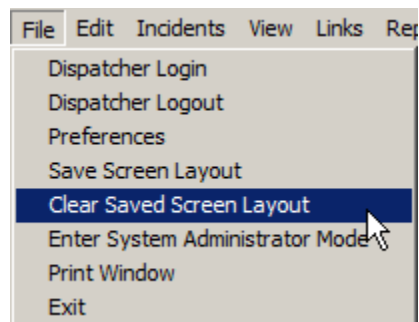
**File => Enter Save Screen Layout Mode**



Use this menu item to save the current layout of your screens – which windows are open and where they are located – so that the same layout will appear at startup the next time you launch WildCAD.

## ***Clear Saved Screen Layout***

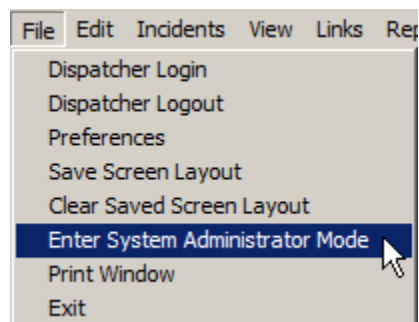
**File => Clear Saved Screen Layout Mode**



To delete any saved screen layout, use this menu item.

## ***Enter System Administrator Mode***

**File => Enter System Administrator Mode**





If you are the System Administrator, you may enter the System Administrator Mode in WildCAD:



If you enter the correct password, a new menu item called **"SysAdmin"** will appear:



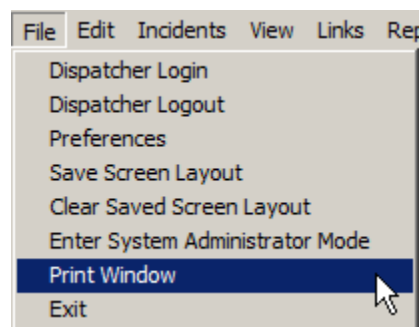
Please refer to the WildCAD System Administrator Guide for information on the use of the SysAdmin Menu.

If you enter an incorrect password, you will see:



## ***Print Window***

**File => Print Window**

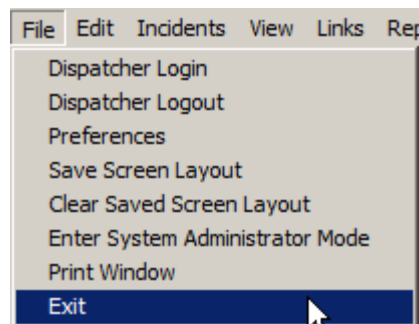


Use this menu item to print any open WildCAD window to your designated reports printer.

## Exit

### File => Exit

To exit from WildCAD, use the File-Exit menu item.



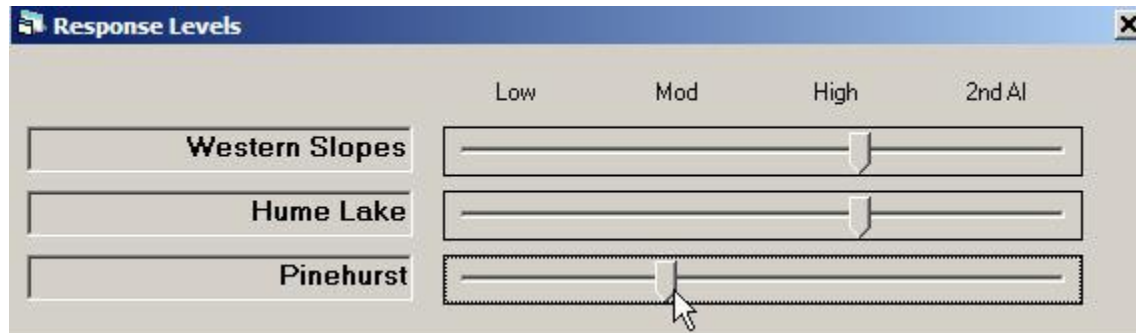
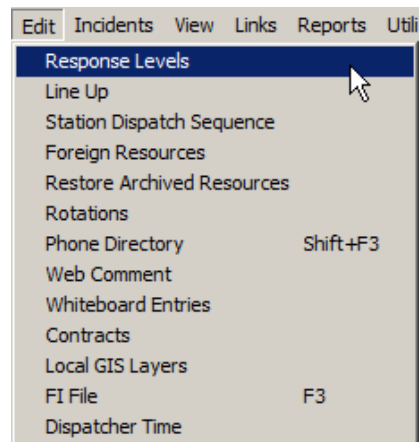
## DAILY ROUTINES

The Edit Menu allows dispatchers to perform various routine, daily tasks:

### Response Levels

#### Edit => Response Levels

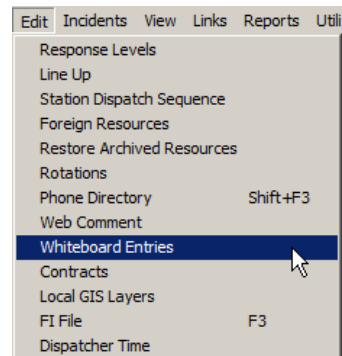
Use the Response Levels sub-menu to adjust the day's rating. Simply click and drag the “slider” to indicate the correct rating:



### Whiteboard Entries

#### Edit => Whiteboard Entries

The Whiteboard allows dispatchers to post, edit, and view notes and general information in Categories established by your System Administrator.

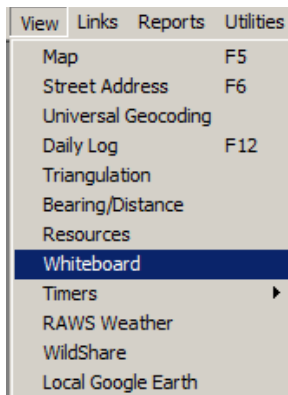


Whiteboard Entries					
	Category	Sequence	Initials	ExpDate	Describe
	General	100	AG	4/2/2012	04/01/2011 10:20 Duty Officer D3: Division 3
	General	100	AG	4/2/2012	04/01/2011 10:20 Duty Officer D3: Division 3
	General	100	AG	2/12/2012	01/16/2012 14:51 Whiteboard has been reviewed.
	General	300	AG	3/1/2011	02/23/2011 18:02 Whiteboard has been reviewed.
	General	300	AG	3/1/2012	01/16/2012 14:58 Whiteboard set up is completed.
	General	300	AG	3/1/2012	02/23/2011 18:13 Setting up Whiteboard entries.
	Personnel	100	AG	3/1/2012	02/23/2011 18:09 ECC will be closed at 1800 hours.
	Personnel	100	AG	3/1/2012	02/23/2011 18:00 ECC will start spring staff schedule on Mar 1
	Alerts	200	AG	3/8/2012	02/23/2011 18:07 WildCAD Training starts Mar 8.
	Alerts	200	AG	3/1/2012	02/23/2011 18:00 The Chief will be coming to GB on Monday
*					

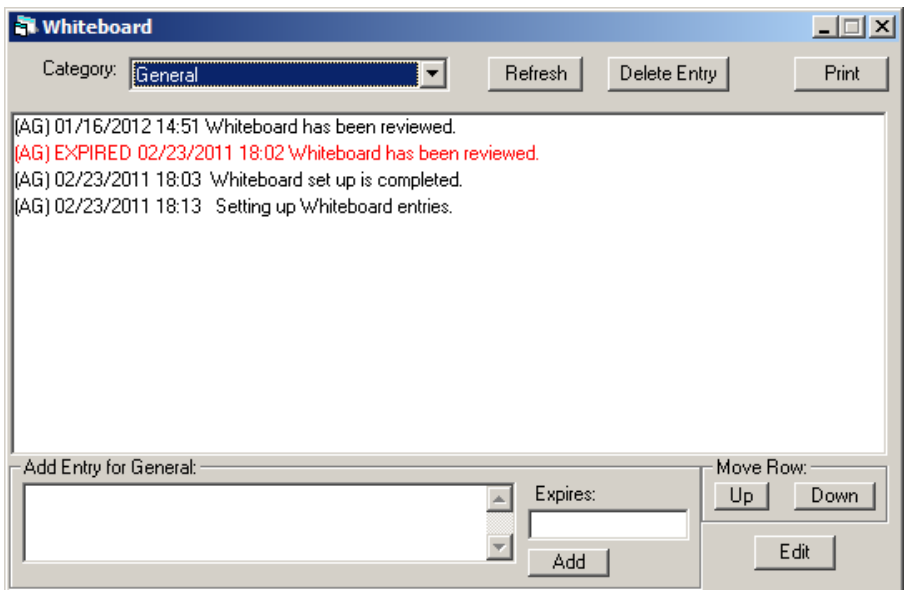
Although most Whiteboard work is done on the View menu (next page), you can use this program on the Edit menu to edit any Whiteboard entry or change its Sequence – the order in which it appears.

## Whiteboard View, Edit, Add, or Delete

### View => Whiteboard



The Whiteboard refreshes its information every 20 seconds. You can force an immediate update by clicking **“Refresh”**.



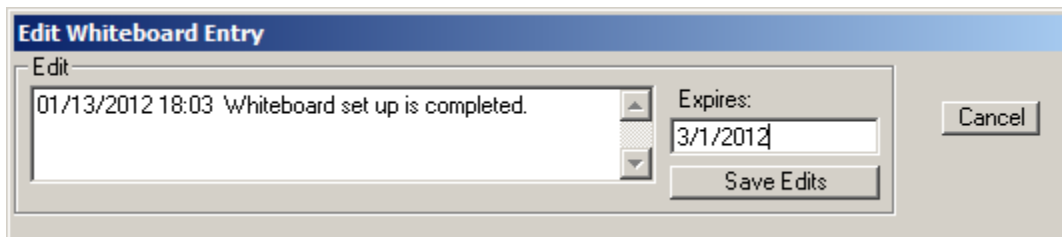
Select an entry and click **“Delete Entry”** to erase something from the Whiteboard.

Add new entries at the bottom.

Whiteboard entries may have Expiration Dates/Times. If an entry has expired, it will be displayed in Red, and will state **Expired**.

Use the Up or Down arrows to move the selected whiteboard entry.

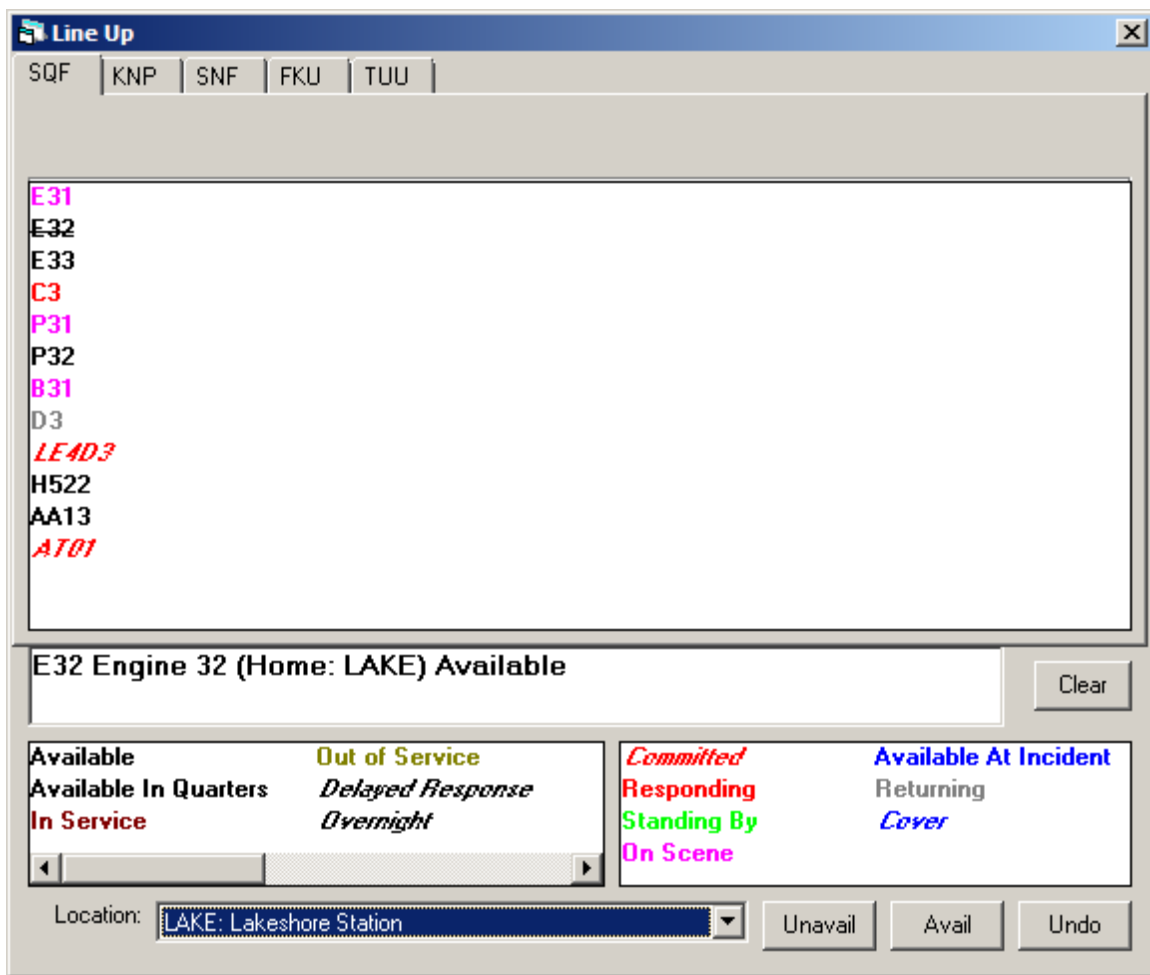
To Edit an entry select it and hit the **“Edit”** button a new window will appear, make your edits and hit the **“Save Edits”** or **“Cancel”** if no changes are needed.



## Line Up

### Edit => Line Up

The Line Up sub-menu allows the entry of morning line up information:

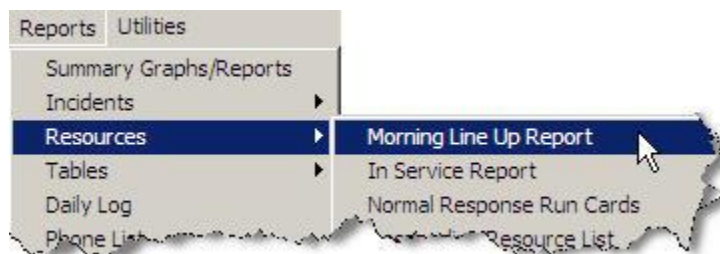


Dispatchers may **click** on any listed resource, and then change its status by clicking on the appropriate status. You can click on more than one resource prior to setting the new status. As you click on them (e.g. E32), a ~~line will be drawn through~~ them to indicate that they are **selected**, and ready for their status to be updated. Use the **“Clear”** button to eliminate any resource selections you have made. Present locations may be changed by using the **Location**; pull down box at the bottom, however only one resource at a time may have its location changed.

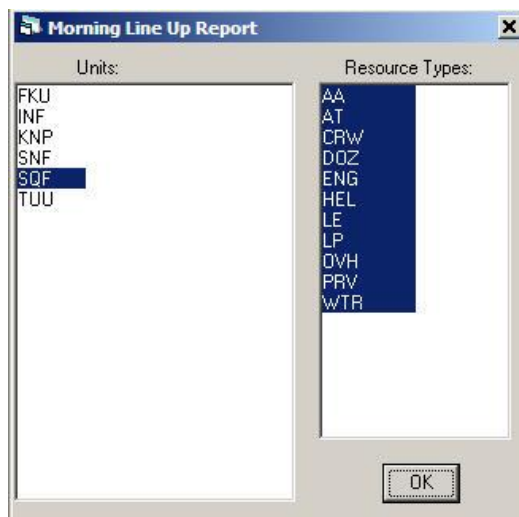
The **“Avail”** button makes all resources available at their home station, and **“Unavail”** makes all resources unavailable. **“Undo”** reverses your recent changes.

## ***Morning Line Up Report***

**Reports => Resources => Morning Line Up Report**



These reports concern your responding resources. Select the **Units** and the **Resources Types** to display:



Click **“OK”** and the Line Up report shows your current resource line up:

File: C:\WCADtemp\LINEUP.TXT

04-02-2011 WildCAD Line Up 13:07:07  
Bighorn Emergency Communications Center

Resource	Status	Status Date	Location
AA13: Air Attack 13	Available		PORT
AT01: Air Tanker 01	Available		PORT
B31: Battalion 31	Available	04/01/2011 1025	HUME
C3: Horseshoe Hot Shots	Avail Qtrs	03/08/2011 1615	PINE
D3: Division 3	Available	04/01/2011 1025	HUME
E31: Engine 31	Available	03/08/2011 1637	PINE
E32: Engine 32	Available	03/29/2011 1612	LAKE
E33: Engine 33	Available	03/29/2011 1612	LAKE
H522: Helicopter 522	Available	03/08/2011 1615	PEPPER
LE4D3: Investigator 4D3	Available	02/23/2011 1706	HUME
P31: Prevention 31	Available	03/08/2011 1614	PINE
P32: Prevention 32	Available	03/08/2011 1637	LAKE

## Station Dispatch Sequence

### Edit => Station Dispatch Sequence

For those stations at which more than one Resource of the same type are based, use this screen to designate the dispatch order.



Dispatcher Station Dispatch Sequence

Resource Type: Engine

Station: LAKE: Lakeshore Station

E32: Engine 32  
E33: Engine 33

Up Down Administrator Defaults

Select a **Resource Type**, and the list of **Stations** will be populated with only those Stations having the selected Type. The Resources will be shown in their dispatch order – top one goes first.

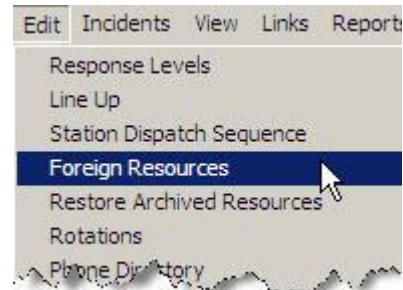
To change the order, click on a Resource and then “Up” or “Down”.

To return the selections to the default values select the “Administrator Defaults”.

## Foreign Resources

### Edit => Foreign Resources

In WildCAD, the term "Foreign Resource" means a Resource which is temporarily assigned to your area. Although only the WildCAD System Administrator can add or edit your own Resources, all dispatchers may add/edit/purge Foreign Resources as they come and go from your area.



To add a Foreign Resource, enter or select all required information (see below), and hit "**Save**". To find a Foreign Resource, hit "**Search Criteria**", enter the Resource ID, and then hit "**Begin Search**". Make any necessary edits, and hit "**Save**".

 A screenshot of the 'Foreign Resources' dialog box. It contains several input fields and checkboxes. 
 

- Resource ID:** H68PJ
- Description:** Helicopter - Type 1
- Unit:** Fresno Unit - CalFire
- Home Location:** Fresno Air Tanker Base
- Type:** Helicopter
- Disp Seq:** 1
- LineUp Seq:** 80
- Line Up Group:** Fresno Unit - CDF
- ☐ Purged (archived)
- ☒ Foreign Res
- ☐ Share Status with WildShare
- ☒ List On Inc Rep
- ☐ List On WildWeb
- ☐ FI File
- Image:** [Empty field] =>
- Share ID:** [Empty field]

 At the bottom, there is a section labeled 'EDIT 2' with buttons: First, Previous, Next, Last, Print, Search Criteria, Clear, Save, Delete, Exit, Set Avail/Home, and Begin Search. There are also radio buttons for 'Active Only' (selected) and 'Purged Only'.

**Resource ID** Keep this as short as possible, since it will be displayed on numerous reports and lists. For example, use E31, not ENG31SQF

**Description** Type the name or description.

**Unit, Home Location, and Type** of resource and **Line Up Group** are Pull down lists you created earlier.

**Disp Seqc** means "Dispatch Sequence". For stations with more than one of the same type of Resource, you can control the Sequence = i.e. who goes first! Please be aware



that cover Resources will automatically be dispatched *after* all "home" Resources have been sent.

**LineUp Seq** means "Line Up Sequence". You can control the *order in which Resources are listed* on the morning Line Up screen. This has nothing to do with the order in which they are dispatched - merely the appearance on the screen.

**Foreign Resource** If this is not one of your regular Resources, but is only here temporarily, Check the box to make it a Foreign Resource. That way, all dispatchers will be able to edit the screen for this Foreign Resource. Otherwise, only you as System Administrator can manipulate the records.

**List On Inc Rep** Check this box if you want this Resource listed on the printed Incident Reports.

**List on WildWeb** Unless this is checked, this Resource will not show on the internet reports from WildCAD called WildWeb.

**Share ID** Enter a complete identifier if you want to share status about this Resource with other WildCAD Centers. You must then also check **Share Status with WildShare**.

**FI File** Check to have this Resource shown by default to use the law enforcement Field Interrogation File screen.

**Image** If you have placed a scanned image file in the WildCAD folder, place its filename here and click "=>" to view the image

**Comments** may be entered and edited in the space provided.

**Purged (archived)** Check this to "delete" the Resource. You can always "un=purge" it later!

## Search Functions

To search for Resources already in the database,

- First select the **Active Only** or the **Purged Only** radio buttons,
- Hit "**Clear**" to clear the form.
- Hit "**Begin Search**" to retrieve all of the Resources on file.
- Use "**First**", "**Next**", "**Previous**", and "**Last**" to move among the records.

To search for particular records, enter all or part of the Unit ID before hitting "**Search**". As one example, entering "E" will find all Resources whose ID starts with "E". You cannot delete resources from the database; only archive them so the resources do not appear as active Resources.

**Active Only** Select before searching to view Active (not Purged) Resources.

**Purged Only** Select before searching to view Purged Resources.



## ***Restore Archived Resources***

**Edit => Restore Archived Resources**



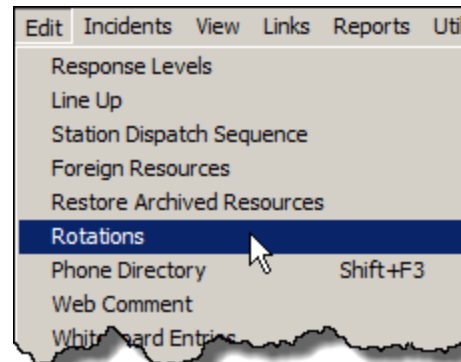
To Restore Archived Foreign Resources select the resource and click on the “**Restore**” button.



## Rotations

### Edit => Rotations

Crew rotations may be maintained from the Edit Menu under Rotations. First, select the rotation type previously established by your System Administrator, then click "OK":



You will see a list of previous assignments, and room to enter a few more.

You may view and print a report by clicking the printer icon in the upper left corner of the window:

Rotation							
	Sequence	AssignDate	IncidentNam	IncidentNum	LocalNum	Assigned	ReleaseDate
	ENG72KNP	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG31SQF	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG41KNP	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG32SQF	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG51KNP	8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
	ENG41SNF						
	ENG62KNP						
	ENG72KNP						
	ENG31SQF						
	ENG41KNP						

To send to your printer, click the printer icon at the top of this new form.

File: C:\WCADtemp\ROTATE.TXT

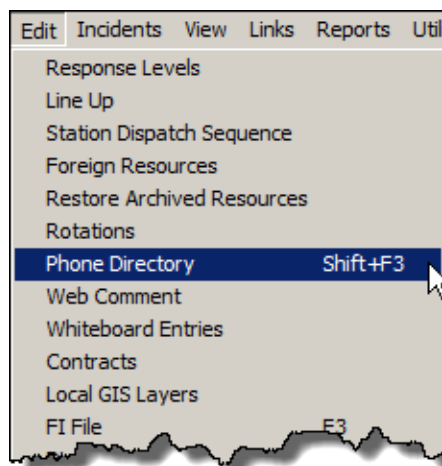
02-23-2011 17:47:42

WildCAD  
Bighorn Emergency Communications Center

AssgnDt	Incident	IncNum	Local	Resource	Released
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010
8/25/2010	North Fork	SQF-2010-0012		ST-5650C	8/30/2010

## Phone Directory (Shift+F3)

Edit => Phone Directory



**Phone Directory**

First Name:  Last:  Title:

Street Line 1:  Email:

Street Line 2:

City:  State:  Zip:

Home:  Pager:

Work:  Other Phone:

Cell Phone:  Carrier:

Personal Cell:

Describe:

Emergency Contact:

Fax 1 Description:  Fax 1 Number:

Fax 2 Description:  Fax 2 Number:

Fax 3 Description:  Fax 3 Number:

Personnel:

Offices:

Cooperators:

Agencies:

**EDIT 2 of 2**

☐ Allow Save/Delete

Print:

☒ Name, Phone Numbers

☐ Address

☐ Categories

☐ Notes

You may enter, edit, or view phone directory entries on this screen. Click the **"Begin Search"** button to ask WildCAD to collect all of the phone book entries. Use the **"First"**, **"Next"**, **"Previous"**, and **"Last"** buttons to move among the records.

If you make a change, hit **"Save"** to store the changes.

To add a new record, hit **"Clear"** to clear the information. Type in the new record, then hit **"Save"**.

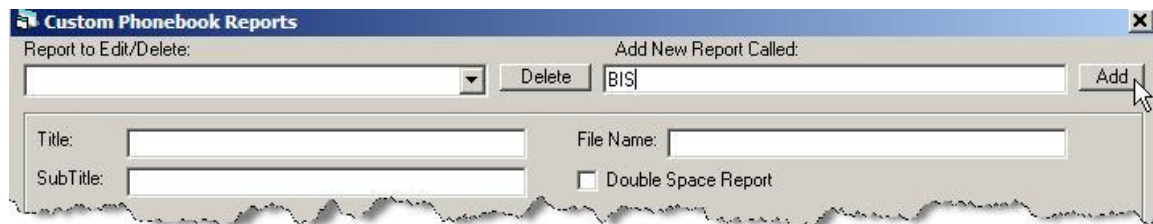
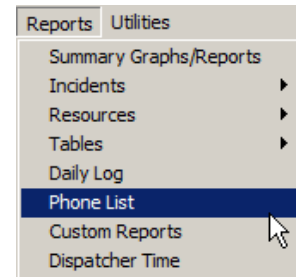
To search for specific listings enter know information into the appropriate box and hit the **"Begin Search"** button, it will then display all listings that met the criteria.

## Phone List (Report)

### Report => Phone List

Use this menu to view numerous reports from your Phone Book:

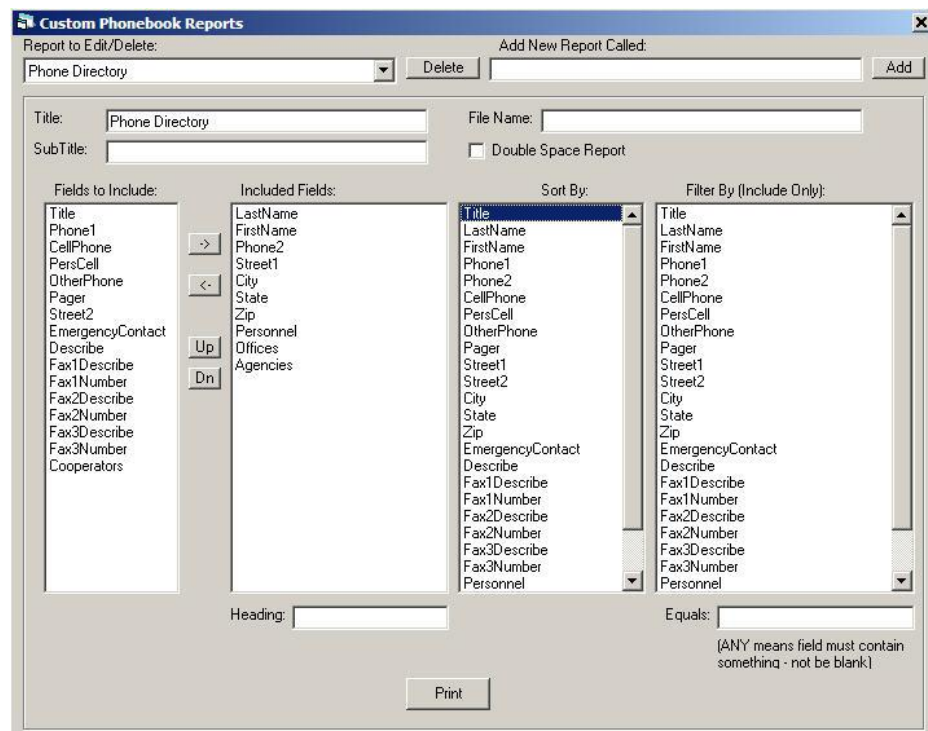
To create a Custom Report: Enter a report name in the upper right hand box the hit **"Add"**

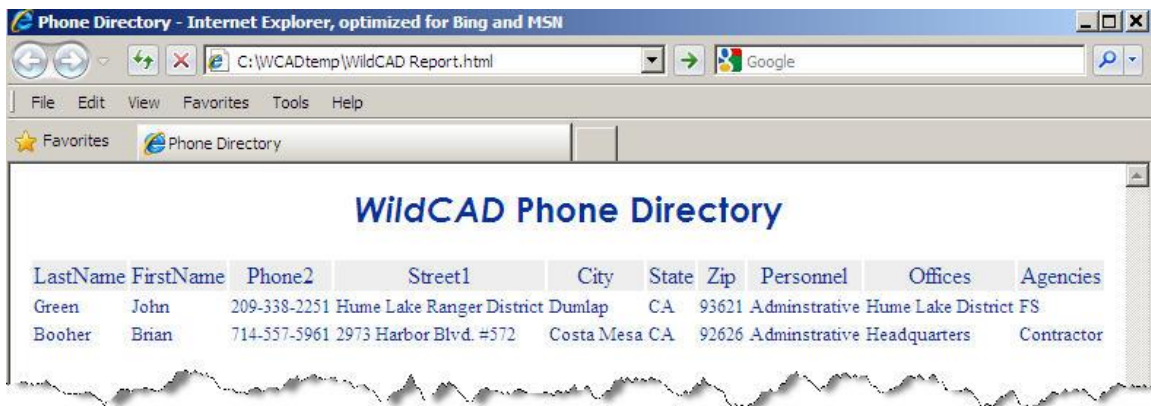


Then select it from the pull down in the left hand box.



Now select the Fields to include, put them in the order desired, select a sort Field and then hit **"Print"**.



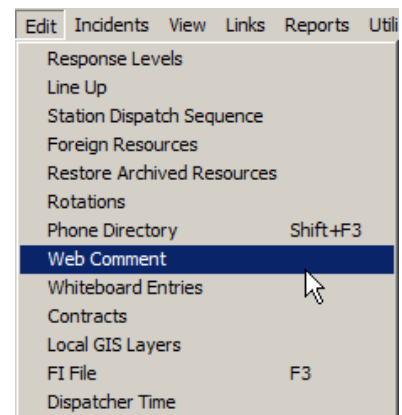
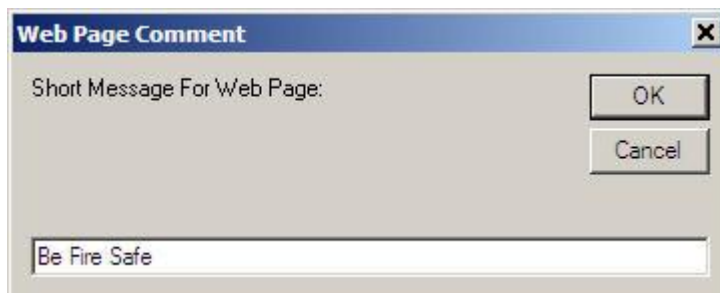


## Web Comment

### Edit => Web Comment

If your center uses WildWeb, set the Web Comment on this screen.

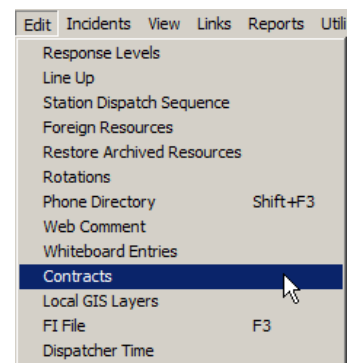
Enter comments and then click “OK”:



## Contracts

### Edit => Contracts

WildCAD allows you to locate and select contractors for use on an Incident. Use this menu item to manage the list of contractors with which you have EERA or other Agreements/Contracts:



 A screenshot of the 'Contracts' window in WildCAD. It displays a table with the following columns: Contract SubType, Name, Address, Phone, Equipment, Fee, License, Lat, and Lon. The table contains several entries for contractors from San Luis Obispo, CA, including 'Water Tenders, Type 2' and 'Gray Water, Type 1'.
 

Contract SubType	Name	Address	Phone	Equipment	Fee	License	Lat	Lon
(LPF) Water Tenders, Type 2	United	San Luis Obispo, CA	D:(805) 555-5555	WT T2	AG-9999-C-99-7811	V: 900000	35.2875	119.6612
(LPF) Gray Water, Type 2	United	San Luis Obispo, CA	D:(805) 555-5555	Gray W/T T2	AG-9999-C-99-7454	V: 900000	35.2875	119.6612
(LPF) Gray Water, Type 1	United	San Luis Obispo, CA	D:(805) 555-5555	Gray W/T T1	AG-9999-C-99-7454	V: 900000	35.2875	119.6612
(LPF) Gray Water, Type 1	United	San Luis Obispo, CA	D:(805) 555-5555	Gray W/T T1	AG-9999-C-99-7454	V: 900000	35.2875	119.6612
(LPF) Gray Water, Type 1	United	San Luis Obispo, CA	D:(805) 555-5555	Gray W/T T1	AG-9999-C-99-7454	V: 900000	35.2875	119.6612
(LPF) Water Tenders, Type 2	United	San Luis Obispo, CA	D:(805) 555-5555	WT T2	AG-9999-C-99-7454	V: 900000	35.2875	119.6612

Select the Contract Sub Type from the list established by your System Administrator. Enter the **Name**, **Address**, **Phone**, **Equipment**, **Fee**, and **License information** as requested.

Enter the **latitude** and **longitude** from which the contractor responds.

Throughout WildCAD, wherever you are requested to enter latitude or longitude, you may enter it in a variety of formats. Use commas to separate degrees, minutes, or seconds.

The following are all valid entries:

33,30,12 means 33 degrees, 30 minutes, 12 seconds

33.5 means 33.5 degrees, equivalent to 33 degrees, 30 minutes

33,30.2 means 33 degrees, 30.2 minutes, equivalent to the first entry above

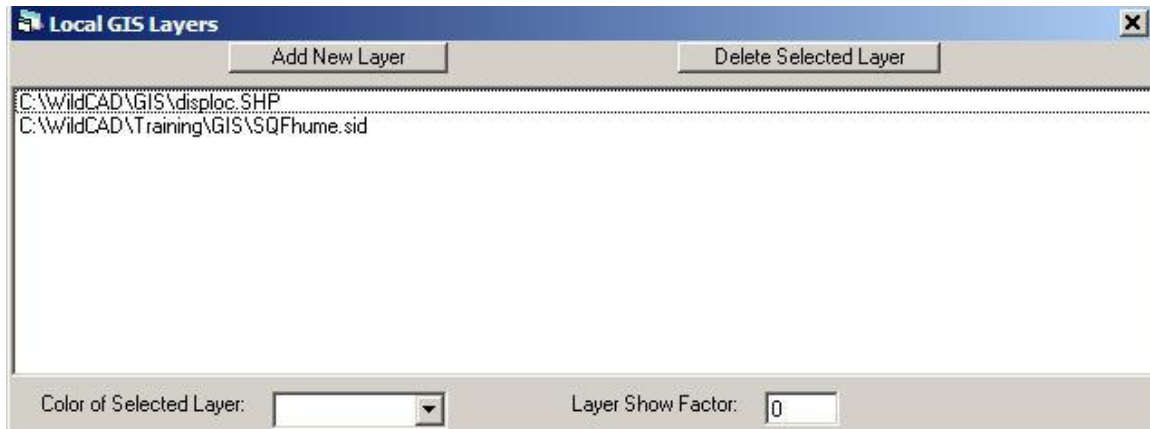
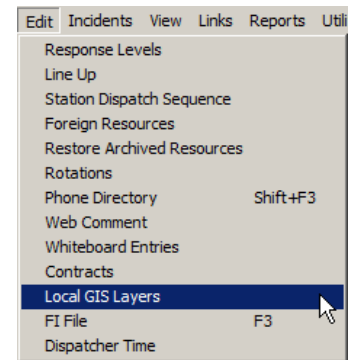


## Local GIS Layers

### Edit => Contracts

Your System Administrator has established a list of the most important GIS layers for use in WildCAD, and those layers will always be available when you view the WildCAD map.

You may, however, add your own list of additional GIS layers.



Click “**Add New Layer**”, and you may navigate to the desired Shape File or georeferenced image file. You can delete a layer by highlighting and then click “**Delete Selected Layer**”.

Then, click on any of your Local Layers and set the outline color.

The “**Layer Show Factor**” indicates how many times you must zoom in on your map before the layer shows. A Layer Show Factor of zero means that the layer is always visible.



## FI File (F3)

### Edit => FI File

The Field Interrogation (FI) File allows you to keep a record of contacts made by your law enforcement personnel.

To enter a new FI record:

- Select the Officer making the contact. By default, only your LE officers are listed. To select from all Resources, click **“Show All”**.
- Enter additional information, including a narrative in the open box.
- Use the **“Now”** button to fill in the date and time.
- Click **“Save New”**.

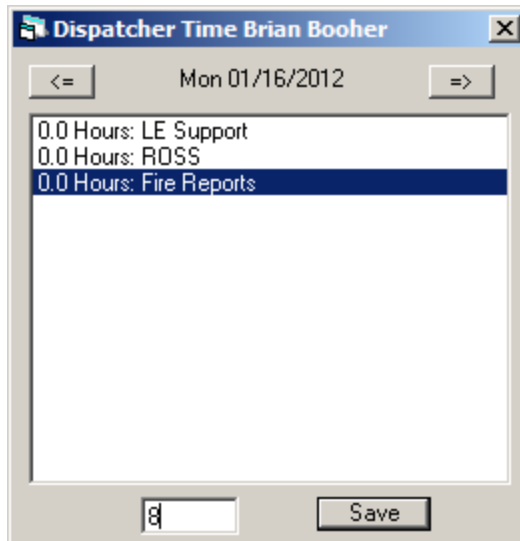
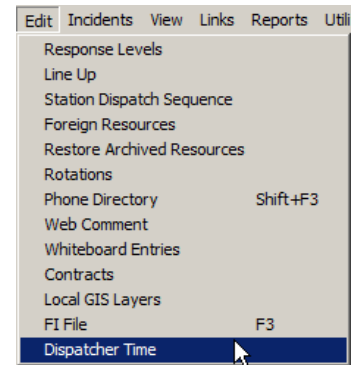


You may later search for people by entering any of the information and clicking **“Search”**. The list of matching contacts will be shown in the bottom. Highlight any one of them to view the complete information. You may edit the information and then hit **“Save Edits”**, or you may **“Delete”** the contact.

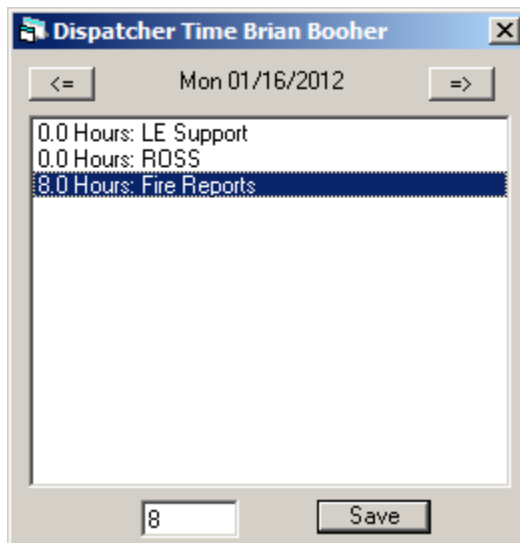
## Dispatcher Time

### Edit =>Dispatcher Time

To document Dispatcher's Hours working various tasks, select the date by moving the <= or => bottom, the task by "**Highlighting**" and entry hours and hit the "**Save**".



Select a time category, enter the hours below, and hit "Save". The number of hours for that date will appear next to the category. Use the left and right arrows to change date.



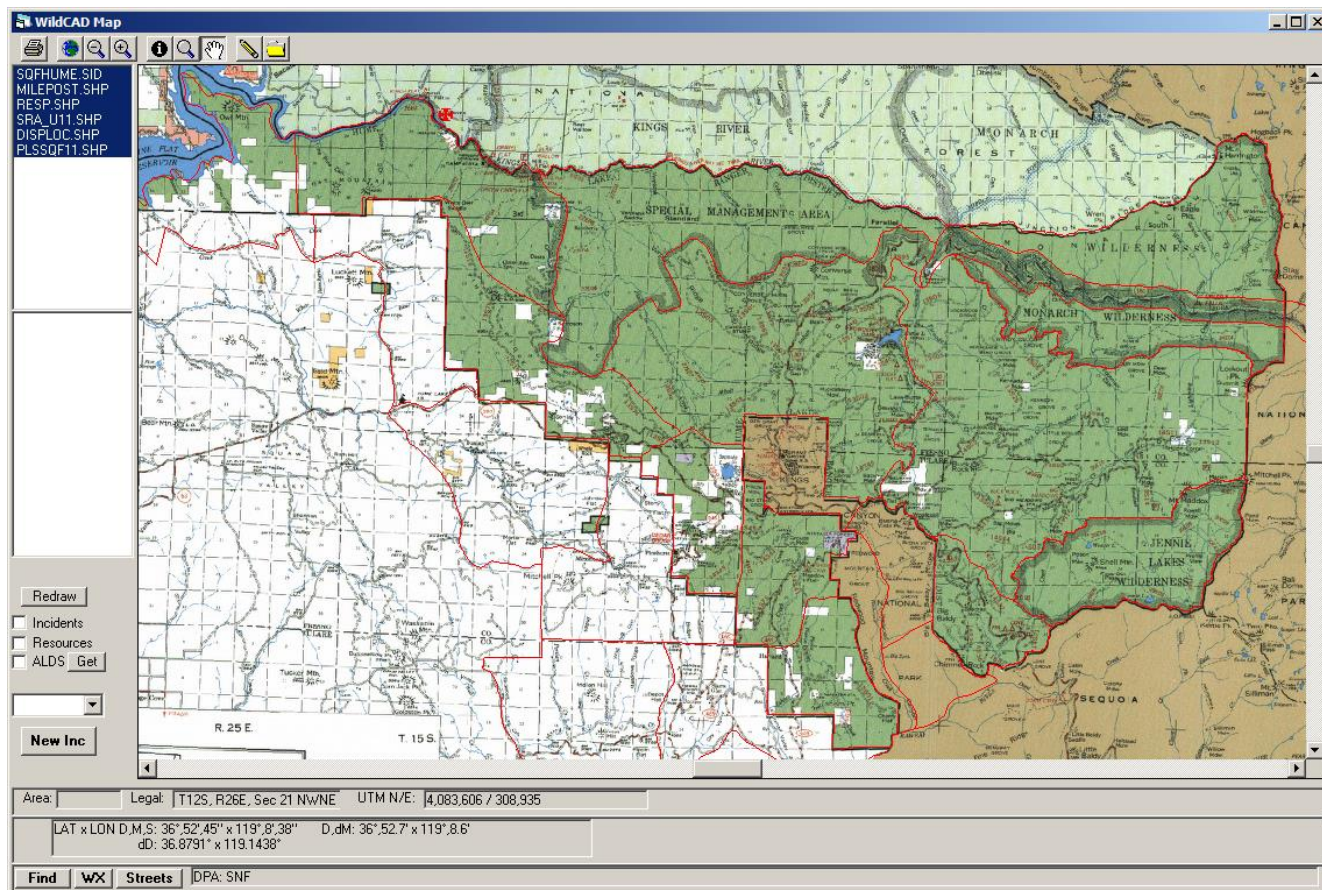
## OPENING OPERATIONS

### Map (F5)










#### View => Map

The Map Menu (F5) allows you to view and utilize various GIS layers, which were integrated with WildCAD:

View	Links	Reports	Utilities
Map		F5	
Street Address		F6	
Universal Geocoding			
Daily Log		F12	
Triangulation			
Bearing/Distance			



The icons at the top perform a variety of tasks:


-  Printer – print visible map
-  Globe – show entire map (“full extent”)
-  Magnifying Minus – zoom out
-  Magnifying Plus – zoom in
-  I (Information) – show selected layer’s information
-  Magnifying Empty – click and drag rectangle for zoom
-  Hand – click and drag the map
-  Pencil – show legal, lat/long, and UTM as you move around
-  File – saves the map as a BMP file in C:\WildCAD\MapImages Folder

At the left, GIS layers are listed. You may select or clear certain layers, and then hit **"Redraw"** to show different GIS information.

You may turn on:

- **Incidents** – shows all Open Incidents
- **Resources** – shows Resources which have been moved to a lat/lon.
- **ALDS** – shows lightning strikes. Use **"Get"** to retrieve lightning data. Use the slide bar to set the view lightning in the past so many hours.

Be sure to hit **"Redraw"** after changing any of these 3 settings.

Use the pull down beneath the **"Get"** button to select one of your GIS layers. If you then select the information icon  ("I" tool) at the top and click on the map, you will see information about that layer displayed.

Hit the **"New Incident"** button to start a new Incident at the location shown on the map.

Beneath the map the following information will display:

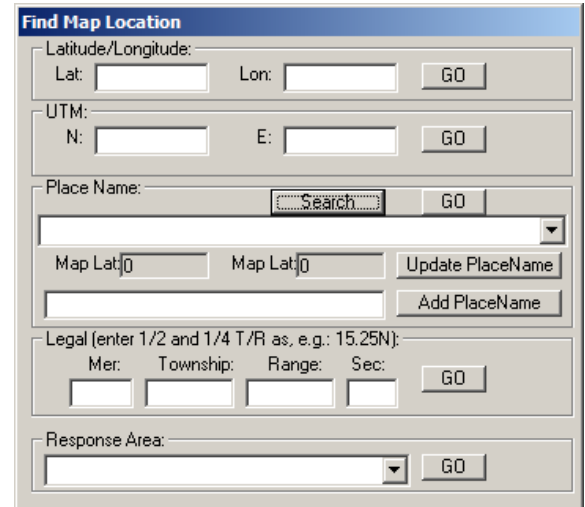
- **Area** – Response Area
- **Legal** – Legal Description
- **UTM N/E** – Coordinates
- **Lat/Lon** – In Degree, Minutes, Seconds (D,M,S); Degree, decimal Minutes(D,dM); decimal Degree (dD)
- **Find** – Brings up Find window – see next page
- **Wx** – If you are connected to the internet, use the **"WX"** button to retrieve and view the latest RAWs weather for the station closest to your current point on the map.
- **Streets** – Click on it and it will take you to Street Address and Mile Post window. (See 2 pages ahead)

At the bottom of the screen, information from GIS layers selected by your System Administrator will be displayed. This might include ownership and protection responsibility.

## Find Map Location

Use the **“Find”** button to find a location on the map.

Enter any of Lat/Long, UTM, Place Name, Legal, or Response Area and hit the applicable **“Go”** button.



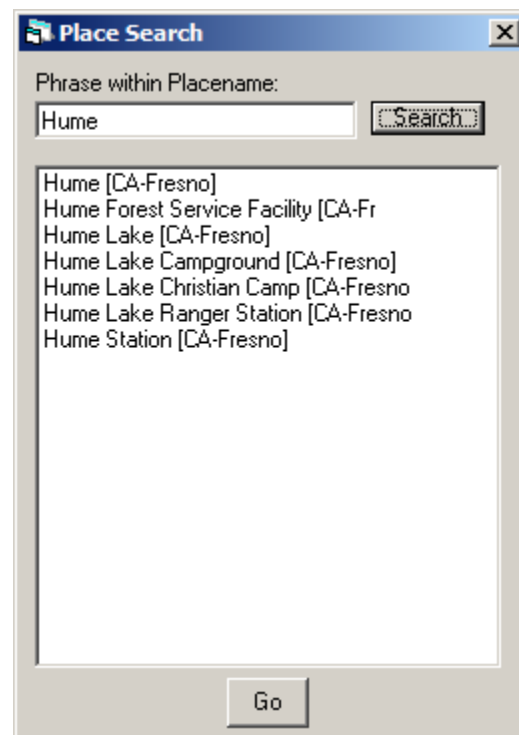
The **Find Map Location** dialog box contains several input sections:

- Latitude/Longitude:** Fields for Lat: and Lon: with a GO button.
- UTM:** Fields for N: and E: with a GO button.
- Place Name:** A text input field with a Search button and a GO button.
- Map Lat/Long:** Fields for Map Lat: and Map Lon: with an Update PlaceName button.
- Add PlaceName:** A text input field with an Add PlaceName button.
- Legal (enter 1/2 and 1/4 T/R as, e.g.: 15.25N):** Fields for Mer:, Township:, Range:, and Sec: with a GO button.
- Response Area:** A dropdown menu with a GO button.

Click **“Search”** to locate all place names containing any word. In this example, find all places containing the word Hume:



The **Place Search** dialog box shows the input field empty. At the bottom is a Go button.




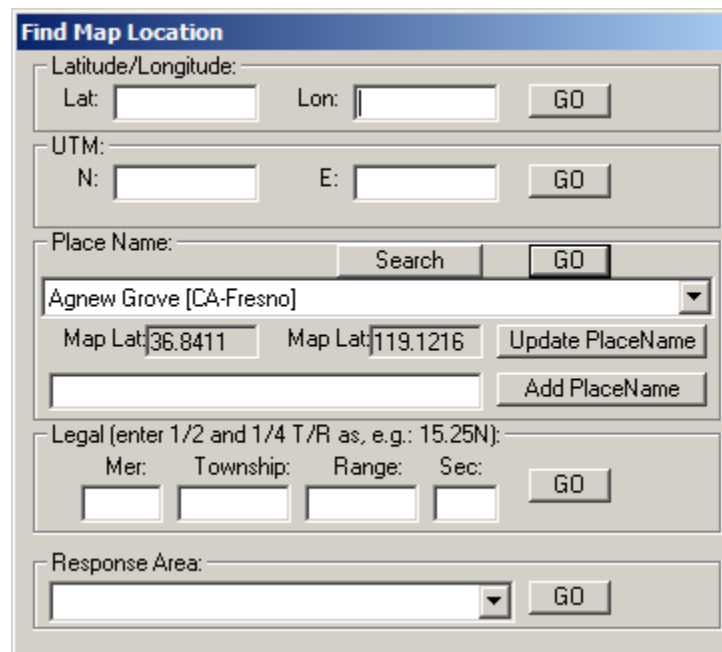
The **Place Search** dialog box shows the input field containing the word "Hume". The results list contains the following items:

- Hume [CA-Fresno]
- Hume Forest Service Facility [CA-Fr
- Hume Lake [CA-Fresno]
- Hume Lake Campground [CA-Fresno]
- Hume Lake Christian Camp [CA-Fresno]
- Hume Lake Ranger Station [CA-Fresno]
- Hume Station [CA-Fresno]

At the bottom is a Go button.

From the resulting list of places, select one and click **“Go”**.

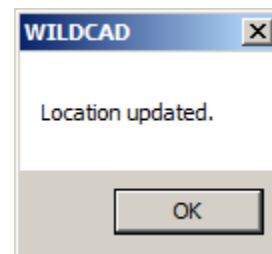
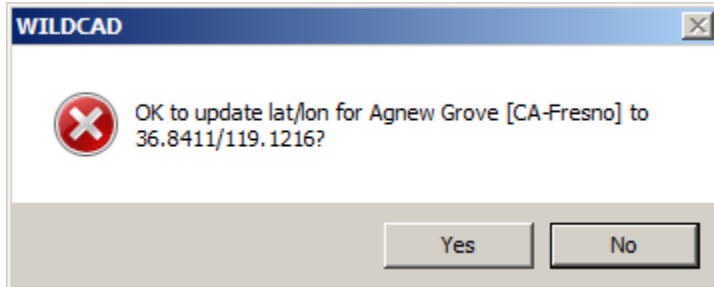
To update Place Name by selecting the Place Name then click on the Map with the Information Icon  then click on the Map Lat box and click **“Update PlaceName”**



The **Find Map Location** dialog box contains several sections for location finding:

- Latitude/Longitude:** Fields for Lat and Lon, with a GO button.
- UTM:** Fields for N and E, with a GO button.
- Place Name:** A search field with a Search button and a GO button. Below it is a dropdown menu showing "Agnew Grove [CA-Fresno]".
- Map Lat/Map Lon:** Fields showing "36.8411" and "119.1216", with an **Update PlaceName** button.
- Add PlaceName:** A text input field and an Add PlaceName button.
- Legal (enter 1/2 and 1/4 T/R as, e.g.: 15.25N):** Fields for Mer, Township, Range, and Sec, with a GO button.
- Response Area:** A dropdown menu and a GO button.

Will be asked to is it OK to update, click **“Yes”** or **“No”**

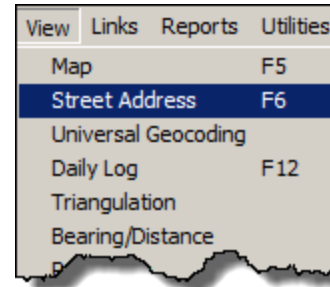




## Street Address (F6)

### View => Street Address

If your center has implemented the Street Address geocoding feature in WildCAD, you will see the following screen:



Note that this screen takes a long time to initially load. If you are using street addresses frequently, it is recommended that you load this screen, and then minimize it instead of closing it. You may then recall it with the F6 key.

Enter a street number (required), and pull down the direction. Select a street name/town combination from the pull down list. You may also type the street name - hit Escape (ESC Key) to tell WildCAD you are starting to type a name.

Click the **"Search"** button to begin the search.

A list of possible street segments will be displayed below, sorted by likely match success. If an exact match was found, the correct street segment is highlighted, and the WildCAD map moves to that location, ready for you to do a dispatch.

**Street Address**

Number: [ ] Direction: [ ] Street, Town, Zip: [DUNLAP RD DUNLAP 93621]

Address: [DUNLAP RD DUNLAP 93621] Search [X] Clear [X]

Cross Street 1: [DUNLAP RD DUNLAP 93621] Cross Street 2: [ ]

Cross Street 2: [ ] C/S Search [X]

Search Results For: [DUNLAP RD 93621]

34444-34951	DUNLAP RD SQUAW VALLEY 93675 / DUNLAP 93621
40400-40807	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
? - ?	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
40808-40819	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
? - ?	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
? - ?	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
? - ?	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
? - ?	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
42690-43039	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
43040-43115	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
43116-43237	DUNLAP RD SQUAW VALLEY 93675 / MIRAMONTE 93641
? - ?	DUNLAP RD MIRAMONTE 93641 / SQUAW VALLEY 93675
? - ?	DUNLAP RD MIRAMONTE 93641

MilePost: [ ] Road: [ ] MP: [ ] Go [X]

If an exact match is not found, you must click on one of the street segments to have WildCAD move to it on the map.

Note that you may also pull down a cross street, and then use the **"C/S Search"** button to search for the intersection of the two selected streets. In this case, the street number is ignored.

**WildCAD Map**

SQFHUME.SID  
MILEPOST.SHP  
RESP.SHP  
SRA\_U11.SHP  
DISPLOC.SHP  
PLSSQF11.SHP

Redraw [X]

☐ Incidents  
☐ Resources  
☐ ALDS Get [X]

[ ]

New Inc [X]

Area: [H6] Legal: [T14S, R26E, Sec 11 SWNE]

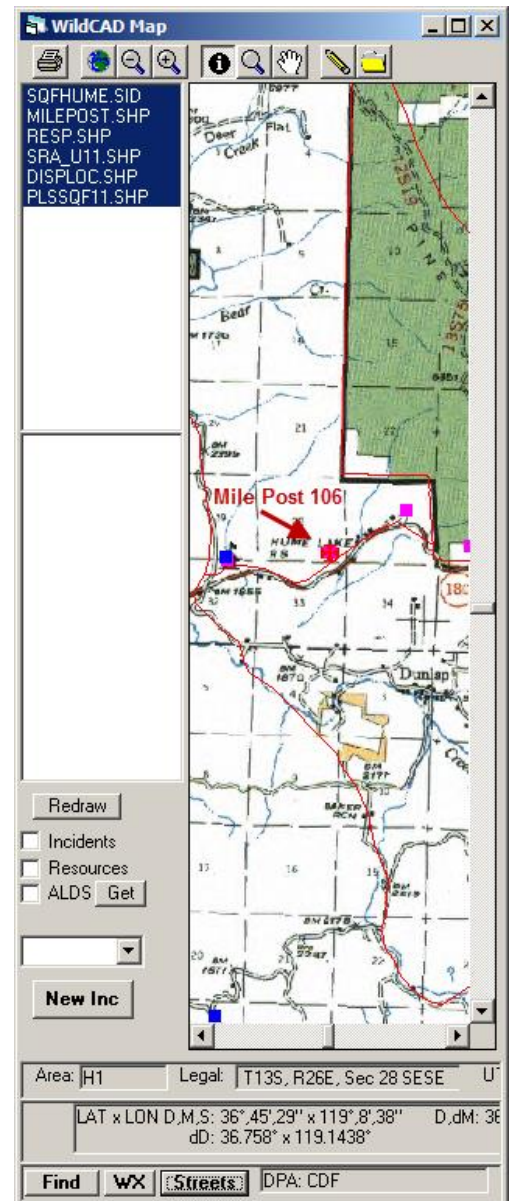
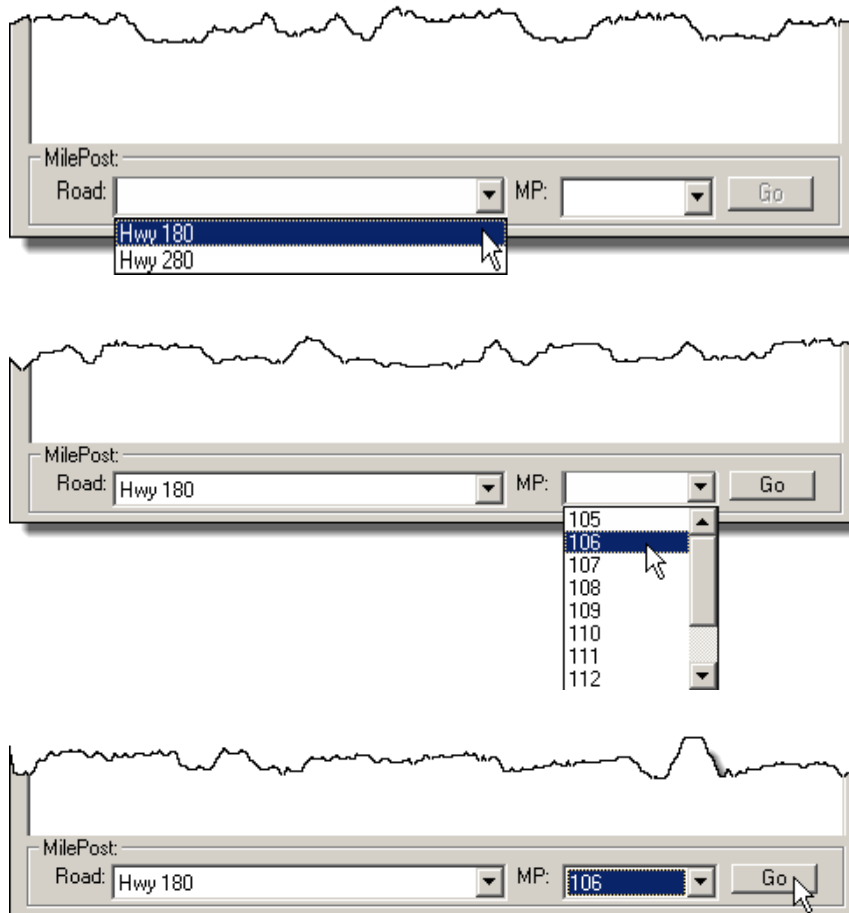
LAT x LON D,M,S: 36° 43' 25" x 119° 6' 35" D,dh  
dD: 36.7236° x 119.1098°

Find [X] WX [X] Streets [X] DPA: CDF



## Mile Post Location (F6)

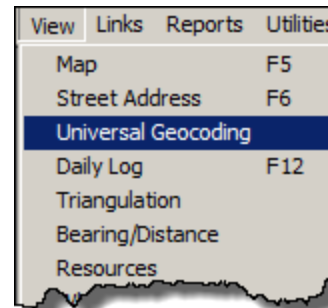
At the bottom of the Streets screen, you can use Mile Post data imported into WildCAD. First, select the road. Next, select the Milepost ("MP"). Then, click "Go", and you will be taken to that Milepost on the map.



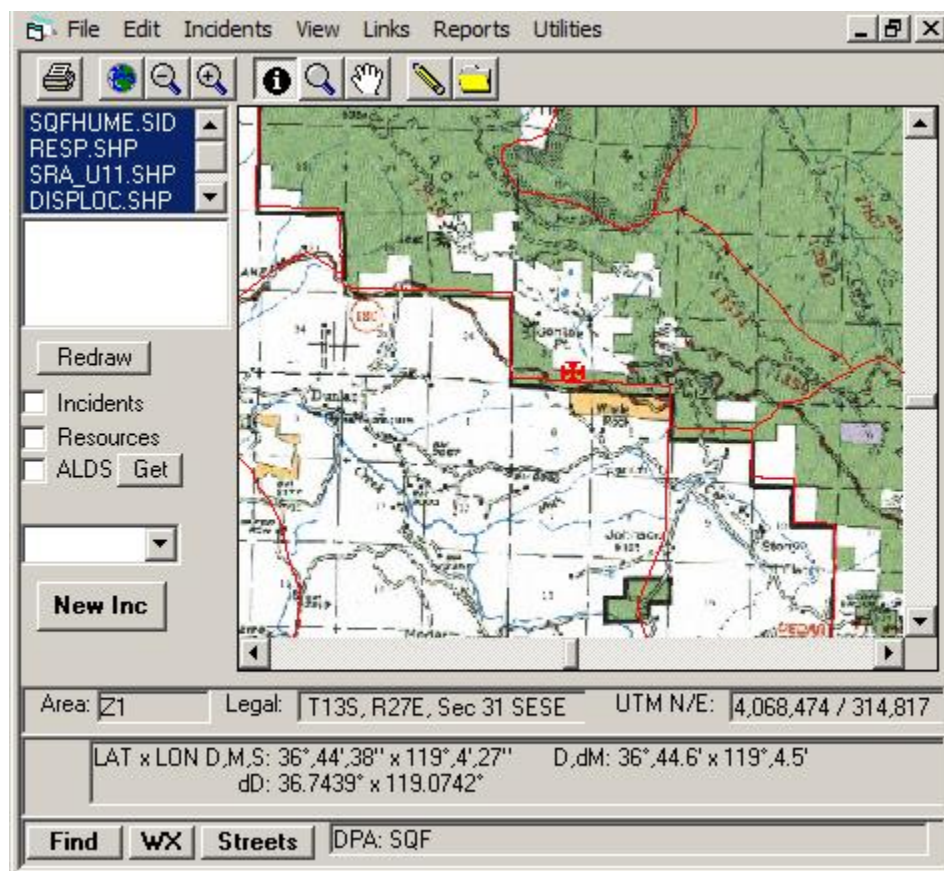
## Universal Geocoding

### View => Universal Geocoding

Use this menu to use a web service to locate a street address. Enter the address and click "Go".



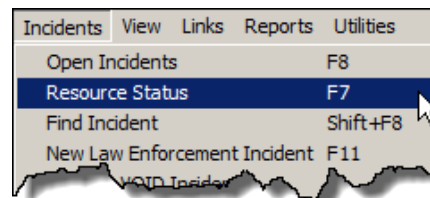
Click "Show Google Map" to also view the location in Google Maps.



## Resource Status (F7)

### Incidents => Resource Status

The Resource Status Window (F7) shows all of your resources:

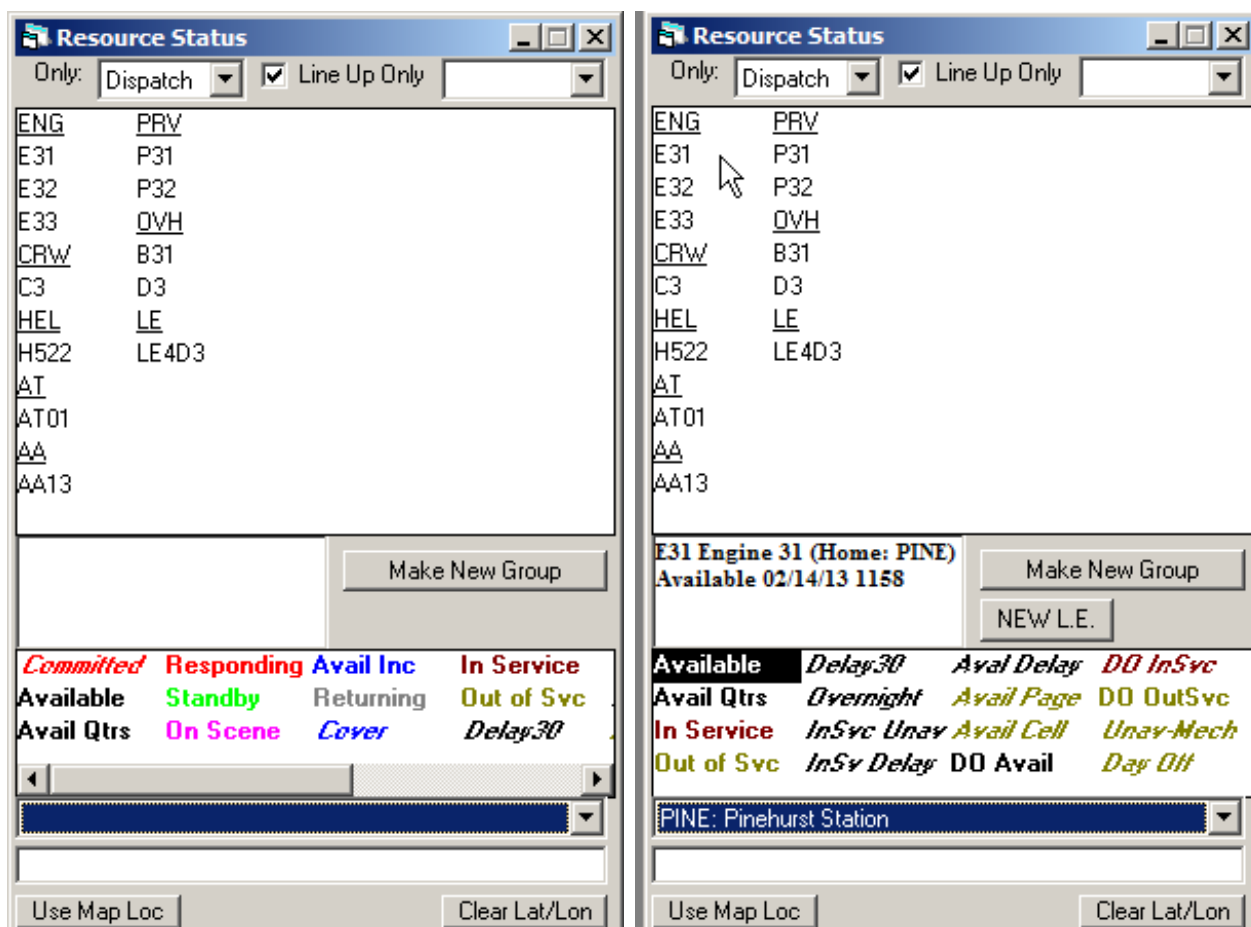


At the top, you may select from the pull down on the left which Agency resources to view (or, all of those you "Dispatch"), and on right which Resource Types (or, "All").

Click "**Line Up Only**" to show only those Resources, which are included in a Line Up Group.

When you click on a Resource, the information shown below about that Resource includes the date/time of last status.

Also, after clicking on a resource, you will see a "**New LE**" button which allows you to initiate a new Law Enforcement Incident and commit this Resource to it.



**"Committed"** – Unit is committed to an incident and unavailable for reassignment.

**"Available"** – Available at station/office for response

**"Avail Qtrs"** – In quarters, out-of-service", means the resource is at the station and immediate response.

**"Responding"** – Unit to travel immediately to requested location.

**"Stand-by"** – Unit should stop responding, stand-by at their present location, and advise of location when confirming the direction.

**"On Scene"** – Unit has arrived on the incident.

**"Avail Inc"** – Unit is on scene of the incident and available for immediate response to another incident.

**"Returning"** – Unit release from an incident and returning to a specified location

**"Cover"** – Unit to change response location and do this to a specified location.

**"In Service"** – In the units response area, in the field, available for immediate for immediate dispatch

delayed response. This may or may not affect the order of arrival of a response.

**"Out of Sec"** – Off duty or unavailable for immediate dispatch

**"Delay 30"** – Unit is available for immediate response with a 30 minute delay.

**Resource Status**

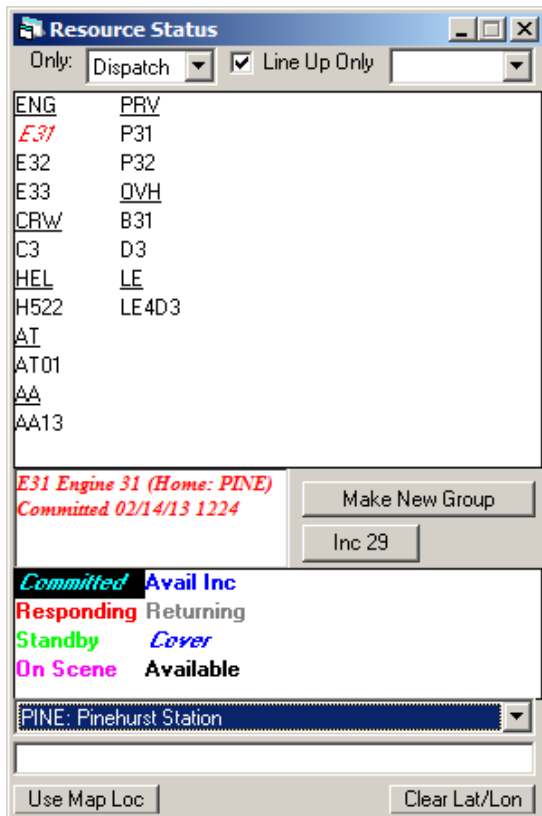
Only:  ☒ Line Up Only

ENG	PRV
E31	P31
E32	P32
E33	OVH
CRW	B31
C3	D3
HEL	LE
H522	LE4D3
AT	
AT01	
AA	
AA13	

**E31 Engine 31 (Home: PINE)**  
Available 02/14/13 1158

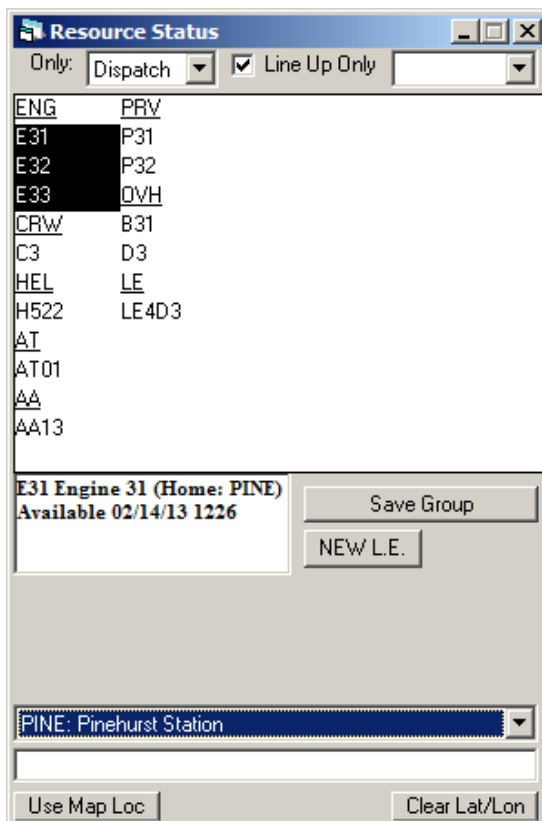
Available	Delay30	Aval Delay	DO InSvc
Avail Qtrs	Overnight	Avail Page	DO OutSvc
<b>In Service</b>	InSvc Unav	Avail Cell	Unav-Mech
Out of Svc	InSv Delay	DO Avail	Day Off

You may click on a resource to view/edit its status and location. If you change status or location, you must then hit **"Save"**



Clicking on a resource that is committed to an incident will display a button showing which incident it is assigned to you may hit the button to display that Incident screen.

Click on **“Make New Group”** which allows you to group resources.



Select the resources you want to Group then hit the **“Save Group”** button.

**Resource Status**

Only:  ☒ Line Up Only

ENG	PRV
E31	P31
E32	P32
E33	QVH
CRW	B31
C3	D3
HEL	LE
H522	LE4D3
AT	
AT01	
AA	
AA13	

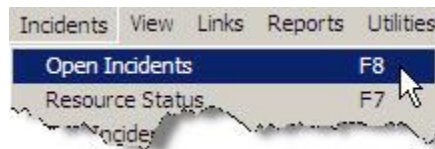
Group: **E31 E32 E33**

Available	Delay30	Avail Cell	Unav-Mech
Avail Qtrs	Overnight	DO Avail	Day Off
In Service	InSvc Unav	DO InSvc	
Out of Svc	Avail Page	DO OutSvc	

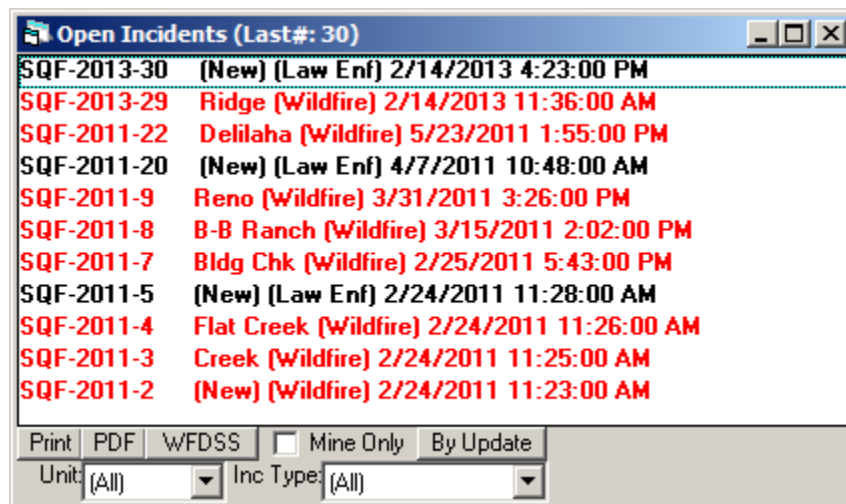
To cancel a Group select one of the resources in the Group then hit the **"Cancel Group"** button.

## Open Incidents (F8)

Incidents => Open Incident



The Open Incidents Window (F8) shows all open incidents:



Double-click on a listed incident to open its window. To remove an incident from this list, change its status to "Closed". It may later be changed back to "Open" - the only impact of setting an incident's status to closed is to remove it from this list.

**Print** – Print this Incident Report to a Printer

**PDF** – Print this Incident Report to a PDF File

**WFDSS** – Create a TXT File of an incident or multiple incidents for uploading to WFDSS

**Mine Only** – IF check it will only display incidents that show you as Dispatcher.

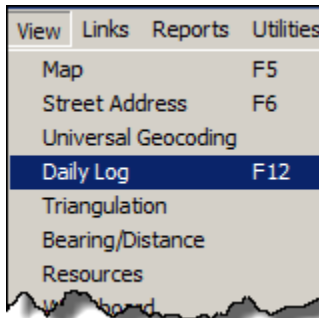
**By Update** – Allow you to sort by Last Access or Number

- **By Access** – List the Incidents by last access date and time.
- **By Number** – List the Incidents by Incident Number



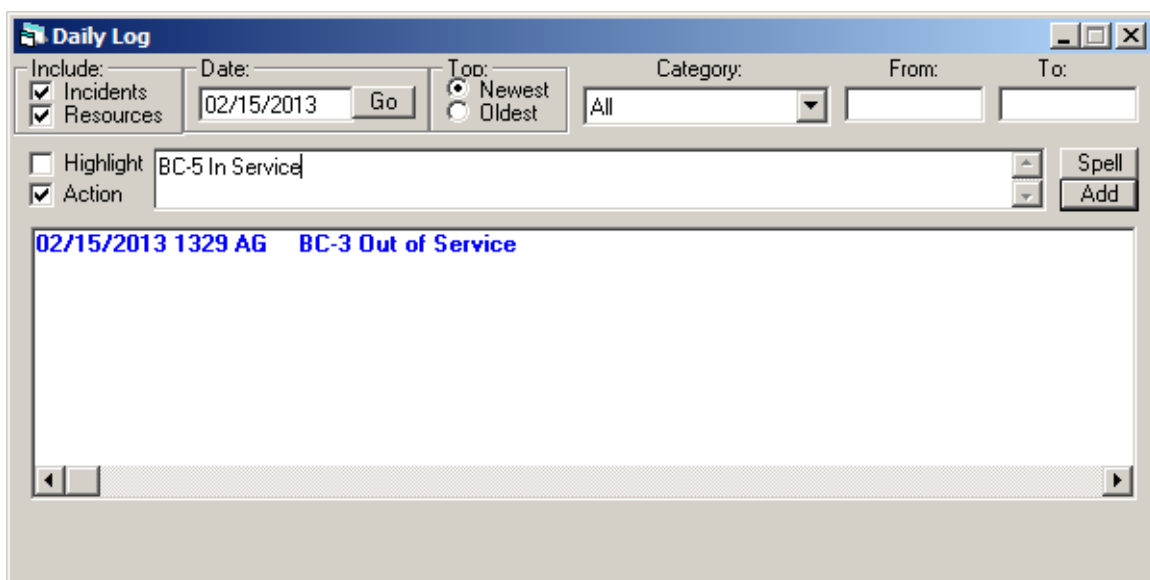
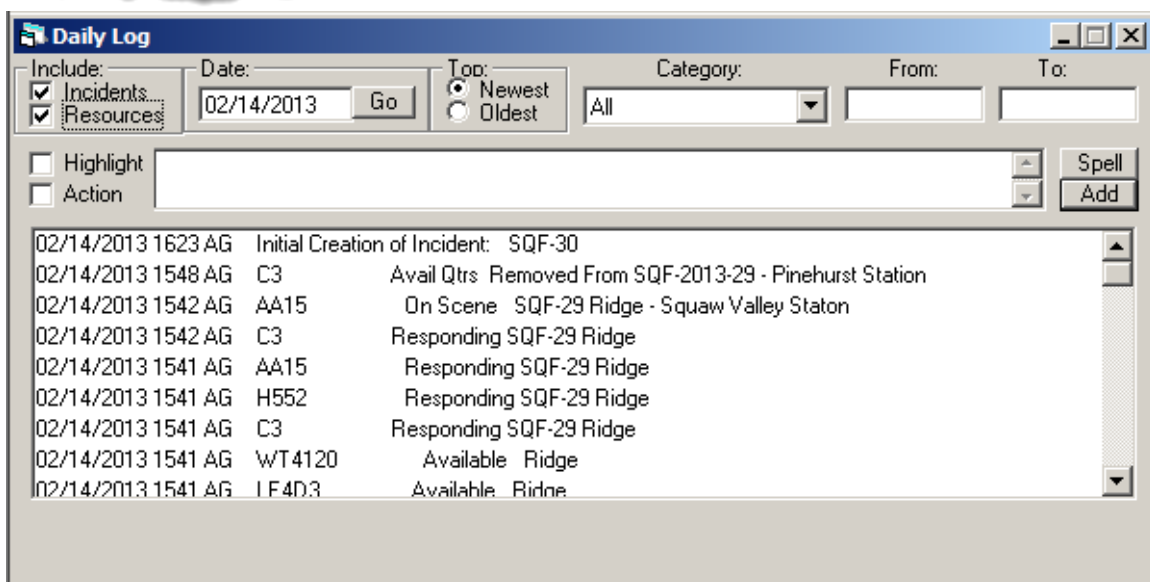
## Daily Log (F12)

### View => Daily Log



The Daily Log allows you to enter log comments each day, without the need to open a separate Incident just for this purpose. You may also view all Incident and/or Resource activities for the day.

Checking “Highlight” shows the entry in red. “Action” shows in blue until the item is again statused and Action turned off.



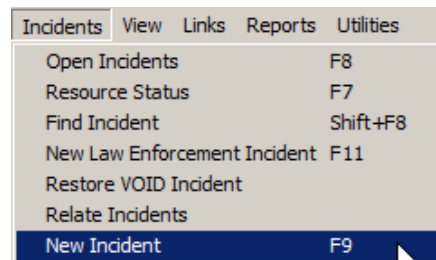


## INCIDENTS

Use the Incidents Menu to select the main working screens in WildCAD. Many of the items on this menu have a shortcut key that may be hit instead of using the menu. For example, you may start a new incident by hitting F9.

### ***New Incident (F9)***

#### **Incidents => New Incident**



Hitting F9 to start a new incident will show the incident form, with no location, Response Area, or other information. F9 means that you want to initiate the Incident manually, as opposed to starting the Incident from the map

Before examining the Incidents Menu items, let us discuss the primary screen you will use in WildCAD - the Incident Screen.

### ***Incident Screen***

As you work with WildCAD, you will frequently manage Incidents on this Incident Screen. The screen contains numerous "Tabs", each of which is described below:

#### **Header Information**

The top portion of the Incident Screen contains the **Agency**, **Year**, and **Incident Number**. The Incident Number will be automatically assigned by WildCAD.

You also see the **Incident Type**, and, if established in your center, **Incident Sub-Types**. The Incident Status is shown - either "**Open**" or "**Closed**", along with the **Date**, **Time**, and **Incident Name** are shown. If this Incident is in support of a Resource Order, the Order Number (**Ord#**) is shown. If comments are present "**Cmts**" indicates they need to be reviewed.

You may use the following buttons:

**Map** – have the WildCAD Map move to the Incident location.

**Print** – Print this Incident Report to a Printer

**PDF** – Print this Incident Report to a PDF File

**Fax** – Fax this Incident Report.

**WX** – if you are connected to the Internet, view most recent RAWS weather from the RAWS station closest to this Incident.

**MapF** – Save the Map as a BMP File

**WFDSS** – Create a TXT File of this incident for uploading to WFDSS

The **Response Area** and **Incident Location (lat/long)** are also displayed in the Incident Header area.

Each of the Incident **Tabs** will now be discussed. Hold the “**Alt**” **Key** and select the **Underline Letter** to move to a Tab.

- Location
- Response
- Comments
- Actions
- Dist/Bearing
- Freqs
- Log
- Numbers
- Notify
- Contracts
- Fires
- ICP
- Aircraft
- MoveUp
- IC
- Fiscal

## Location Tab

**Ridge 29-2013**

SQF 2013 - 29 Type: Wildfire (N/A) Open

Dt: 02/14/2013 Tm: 11:36 Name: Ridge

Ord#: Cmts Map Print PDF Fax W/X MapF wfdss

Z1

LAT x LON D,M,S: 36°46'51" x 119°06'39" D,dM: 36°46.8' x 119°06.7' dD: 36.7808° x 119.1109°

Contracts Fires ICP Aircraft Move Up IC Wildfire Fiscal WFDSS/IRWIN

Location Response Comments Actions Dist/Bearing Freqs Log Numbers Notify

Dispatcher: Brian Booher

Reporting Party:

Initial Report: 5 to 6 acres near Brown Ridge

Initial Location:

Initial Latitude: 36.7808 Lon: 119.1109 T NS R EW Sec SubSec 13 S 26 E 23 SWNE

Actual Location:

Use Area Lat Lon Use Map Location T NS R EW Sec SubSec

Actual Latitude: Lon: HAZARDS

Notes: DPA: SQF

Update

Web Comment: No WildWeb Void

The **Dispatcher** is automatically entered, to change use the pull down menu. Enter information about the **Reporting Party**, and **Initial Location**. **Response Area** is automatically entered but can be changed using the pull down menu.

If you select a "**Related Station**", then Resources on this Incident will have their locations moved to that station when you put them "**On Scene**".

Enter the **Initial Location** of the Lat/long and legal description, this information is automatically entered, selecting a location of the **Map (F5)** and clicking "**New Inc**"

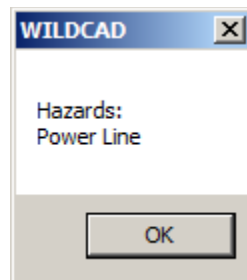
Enter the **Actual Location** of the Lat/long and legal description (optional)

Click "**Use Area Lat Lon**" to use a representative latitude/longitude for this Response Area. Click "**Use Map Location**" to use the location shown on the WildCAD map.

You may include narratives about the **Initial Report on Conditions**, **Notes**, and the "**Web Comment**", which will appear on the WildWeb web page. To prevent this Incident from being displayed by WildWeb, click the "**No WildWeb**" box.

## HAZARDS

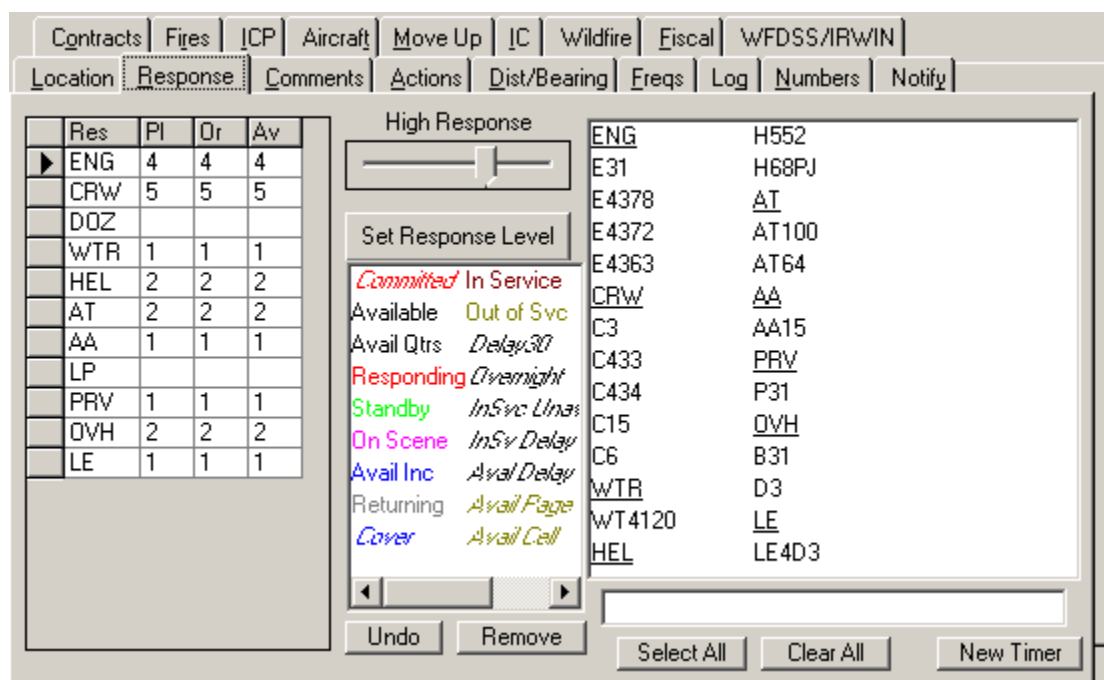
If the word “Hazards” shows in red, click on that word to see a list of nearby hazards.



You may “VOID” this incident only no resources are assigned to the Incident.

## Response Tab

Manage your responding resources on this tab:



Click and drag the Response Level slider to the appropriate level, and click "**Set Response Level**". WildCAD will recommend those resources which it thinks should respond. Click on one or more resources (a line will be drawn through those you have selected) and then click on a status code. It is important to at least commit the resources to your incident quickly, so that another dispatcher may not use them for another incident.

The columns at the left are:

- **Res** – Resource Type
- **PI** – Number preplanned
- **Or** – Number requested for this Incident
- **Av** – Number available

You may change the quantities in the Or (ordered) column to, for example, request the next closest engine.

Use the "**Select All**" or "**Clear All**" as shortcuts.

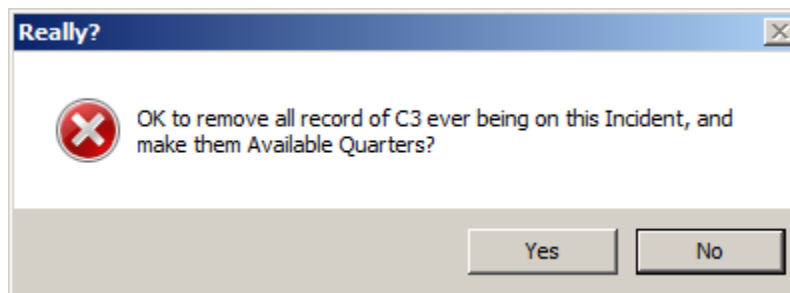
Select a resource and click "**New Timer**" to start a timer for that resource.

The "**Undo**" button at the bottom can be used to undo recent status changes. Click it, and you will see a list of status changes you have made:



Select one of the listed actions, and then click "Undo".

The "**Remove**" button at the bottom will be present if the System Administrator has allowed "**Removal Of Resource From Incident**" and can be used to completely remove a resource from the incident, along with any history that it was ever on this Incident. Click, and you will be asked to confirm:.



## Comments Tab

This tab shows information entered by the System Administrator and Related incidents.

## Actions Tab

The Actions Tab shows all of the status changes for resources on this Incident. You can sort actions by selecting the different option below **“Sort By”**. If you select (click on)

one of the statuses, you may then edit its Date and Time in the lower right. Hit Save to update the database.

Note: The ability to edit these dates and times is a decision made by your System Administrator. If you do not see the **"Edit"** block in the lower right, your center has chosen to not allow dates and times to be changed.

### Dist/Bearing Tab

Contracts   Fires   ICP   Aircraft   Move Up   IC   Wildfire   Fiscal   WFDSS/IRWIN									
Location   Response   Comments   Actions   <u>Dist/Bearing</u>   Freqs   Log   Numbers   Notify									
VOR			Air Tanker Base			Helibase			
25nm 069° CUK: ACADEMY NDE	29nm 073° FAT: FRESNO AIF	12nm 112° TRM: TRIMME	31nm 020° VIS: VISALIA VOR/D	45nm 341° PTV: PORTERVIL	19nm 297° AMH: ASH MT	34nm 085° CZQ: CLOVIS VORTA	50nm 210° BIH: BISHOP AIR	44nm 252° 207: INDEPEN	
35nm 069° FCH: CHANDLER ND	97nm 124° Q22: COLUMBIA	51nm 312° PMT: PEPPEF	48nm 010° COR: SALYER FARM	99nm 032° PRB: PASO ROBL	68nm 132° CFL: CRANE F	49nm 042° NLC: LEMOORE TAC	110nm 076° HTR: HOLLISTEI	73nm 316° KNV: KERNVIL	
52nm 339° TTE: TULE VOR/DM	121nm 106° SCK: STOCKTON	81nm 346° BFL: MEADOV	78nm 346° EHF: SHAFTER VOR	130nm 326° WJF: FOX AIR TA	89nm 158° BRG: BRIDGE	80nm 016° AVE: AVENAL VORT	137nm 150° MEV: MINDEN A	94nm 134° BAD: BALD MI	
81nm 358° BFL: BAKERSFIELD	145nm 358° SBA: SANTA BAF	96nm 118° BSL: BASELIN	108nm 004° FLW: FELLOWS VO	149nm 119° MHR: MATHER	98nm 329° KEE: KEENE F		157nm 335° VNY: VAN NUYS	101nm 068° BVH: BEAR V	
	159nm 332° BUR: BURBANK	114nm 018° ARG: ARROY		166nm 152° RNO: RENO AIR	119nm 342° CHU: CHUCH		166nm 259° INS: INDIAN SPF	139nm 136° BHL: BIG HILL	
	171nm 132° O17: GRASS VAL	140nm 084° ALM: ALMA H							

These three lists are sorted according to air miles - with closest shown at the top. Every time you visit this tab, the lists are recalculated based on the lat/long shown on the Location tab.

## Freqs Tab

Enter Frequencies for the Incident, using categories (e.g. Ground) established by your System Administrator. If established by your System Administrator, you may use “Assign Default Frequencies”.

Use the “**Defaults**” block at the bottom to select first a Frequency Type, and then a Frequency to add. It will appear in the “**Add a Frequency**” block.

You may, instead, manually enter a Frequency, or edit a default, in the “Add a Frequency” block.

Click “**Add**” to add it to this Incident Clicking any Frequency assigned to this Incident allows you to edit it (then use “**Save Edits**”), or delete it.



## Log Tab

DATE	TIME	FROM	TO	DETAILS
03/13/13	0425	AG	WFDSS	File Prepared
03/11/13	1453	AG	WFDSS	File Prepared
02/16/13	1020	AG	Email	Email SQF-2013-29 Ridge: New Fire
		Sent to:		
02/16/13	1009	AG	Email	Email SQF-2013-29 Ridge: New Fire
		Sent to: Aaron Gelobter		

Enter any log items on this screen. You may also click on an existing item and edit it. Click "**Save**" to save it. If you have logged in as a Dispatcher, your initials will appear in whichever From/To block you do not initially type into.

## Numbers Tab

Your System Administrator has the opportunity to create up to twenty different categories of numbers, which you can then enter on this tab.

**Notify Tab**

Contracts | Fires | ICP | Aircraft | Move Up | IC | Wildfire | Fiscal | WFDSS/IRWIN

Location | Response | Comments | Actions | Dist/Bearing | Freqs | Log | Numbers | **Notify**

Agency Rep  
CHP  
Duty Officer  
FMO

Your System Administrator can also create a **"prompt list"** of Notifications. Click on any one of them, and then enter brief details about the Notification and click **"OK"**. If certain Notifications are required, for this Incident, they will appear at the top in red.

Contracts | Fires | ICP | Aircraft | Move Up | IC | Wildfire | Fiscal | WFDSS/IRWIN

Location | Response | Comments | Actions | Dist/Bearing | Freqs | Log | Numbers | **Notify**

Agency Rep  
CHP  
Duty Officer  
FMO

Update:  
Contacted by phone

Contracts	Fires	ICP	Aircraft	Move Up	IC	Wildfire	Fiscal	WFDSS/IRWIN
Location	Response	Comments	Actions	Dist/Bearing	Freqs	Log	Numbers	Notify

Agency Rep                      03/14/2013 2052    Contacted by phone

CHP

Duty Officer

FMO

## Contracts Tab

Select the **Type** and **Sub Type** of contract, and a list of known Contractors will be displayed, sorted by air miles to the Incident. Click on one of them, and you will see information about their EERA/Contract.

At the bottom, you may then enter the **Date** and **Order Number**, and select status for this Contractor on this order:

- F – Filled
- D – Declined
- U – Unable to Contact

Click **“Add”** to add this history for this Contractor.

## Fires Tab

The Fires Tab is used for two different purposes.

On the left, enter the **Initial Report of Conditions**, using free text.

On the right, enter the final **Fire Report Information**, which will be used for the fire summary reports.

The **“Auto”** buttons will automatically assign the next Fire Number and next Sub Unit Fire Number. **“History”** lists changes to Acres.

Two addition buttons **“AZ Fire info”** (for the Arizona State Lands, if activated) and **“Center Data”** allow you enter addition data. These entry tabs are established by the System Administrator.

Center Data example:

**ICP Tab**

Enter information about the Incident Command Post on this tab.

If you select by a check the **Use Incident Lat/Lon for ICP**, then Contractor distances shown on the Contracts tab will be based on the Incident location.

If you do not select **Use Incident Lat/Lon for ICP**, and, instead, enter a different location for the ICP, then that location you enter will be used to calculate Contractor distances. You may also “**Find ICP**” which allows you to automatically fill in the lat/long based on Dispatch Location, Place Name, or Legal:

The Functions are established by the System Administrator. Enter the **Expanded TN** (Telephone Numbers) and **ICP Telephone Numbers**.

## Aircraft Tab

The Aircraft Tab combines information from three other tabs, and allows you to enter additional information and print a **“PDF Aviation Report”**.

Location | Response | Comments | Actions | Dist/Bearing | Freqs | Log | Numbers | Notify

Contracts | Fires | ICP | **Aircraft** | Move Up | IC | Wildfire | Fiscal | WFDSS/IRWIN

Legal:  
T13S, R26E, Sec 23 (SWNE)

Frequencies:  
Ground : CH5-168.200 Crew Net  
Air Tactics : CH3-168.775

Flight Restrictions:  
None in Place

MTR / SUA:

Hazards:

ATB:  
29nm 073° FAT: FRESNO AIR  
45nm 341° PTV: PORTERVILL  
50nm 210° BIH: BISHOP AIRP  
97nm 124° 022: COLUMBIA AI

HELIBASE:  
12nm 112° TRM: TRIMMER HI  
19nm 297° AMH: ASH MT HEL  
44nm 252° 207: INDEPENDEN

Other Aircraft:

Reload Base:

Grd Contact:

PDF Aviation Report

## Move Up Tab

Pre-planned Move Ups for this Response Area, Response Type, and Level are shown:

Location | Response | Comments | Actions | Dist/Bearing | Freqs | Log | Numbers | Notify

Contracts | Fires | ICP | Aircraft | **Move Up** | IC | Wildfire | Fiscal | WFDSS/IRWIN

Pre Planned Move Ups

E41 -> PINE  
E42 -> LAKE

Additional Move Ups

Move: E4161

To: SQUAW

Move Up

Move Up

Select one of the items, and click **“Move Up”**. You may also manually Move Up additional Resources using the right side of this screen.

## IC Tab

Use this tab to create a history of the Incident Commander. You may also enter Trainees – enter the same information and click “Trainee”.

Location	Response	Comments	Actions	Dist/Bearing	Freqs	Log	Numbers	Notify
Contracts	Fires	ICP	Aircraft	Move Up	IC	Wildfire	Fiscal	WFDSS/IRWIN

03/14/2013	2110:	Bos Gree	Effective 2/14/2013
(AG) Other Comments:			
-----			
03/14/2013	2110:	Ed Williams (Trainee)	Effective
(AG) Other Comments:			
-----			
03/14/2013	2111:	John Well	Effective 2/14/2013
(AG) Other Comments: Replaces Bos Gree			

Add Information About IC:

IC Name:  ☐ Trainee Effective:

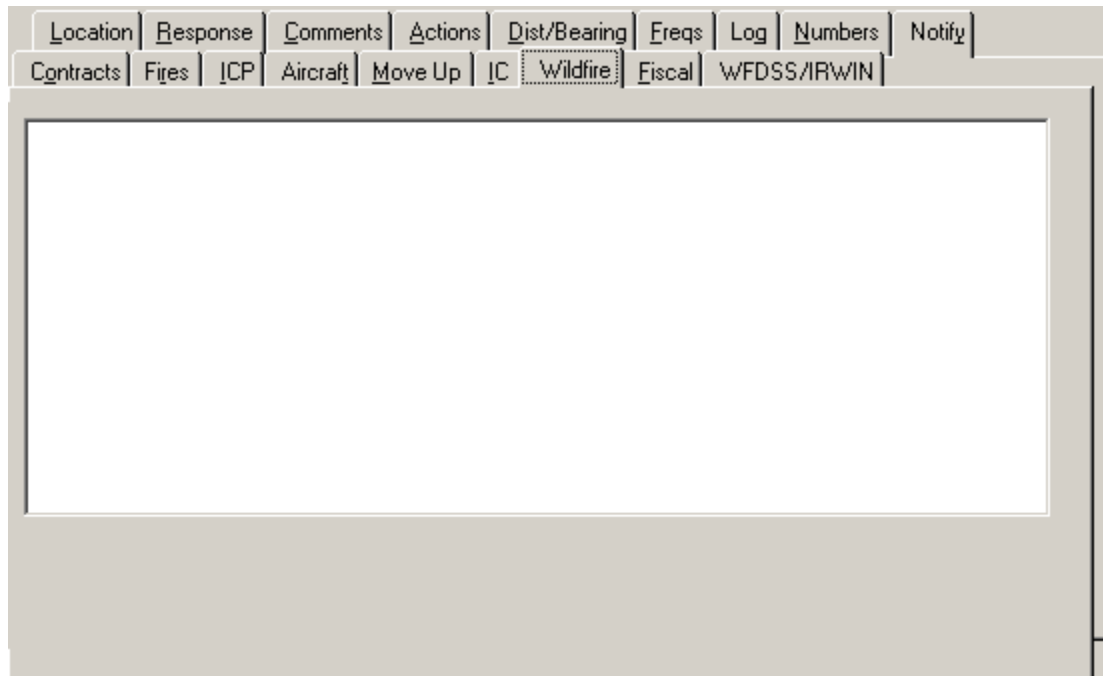
Other IC Comments:

## Wildfire Tab

The name of the Tab between IC and Fiscal will change according to the Incident Type, and will contain additional questions (for this Incident Type) developed for use in your Center.

To enter information for a “question”, click on it, type the response below, and click “Save”.





## Fiscal Tab

On the Fiscal Tab, you may enter up to 7 different Job Codes, and indicate whether this Incident was Reimbursable or Unified Command.

The screenshot displays the WildCAD 5.0 Fiscal Tab interface. The top navigation bar includes tabs for Location, Response, Comments, Actions, Dist/Bearing, Freqs, Log, Numbers, Notify, Contracts, Fires, ICP, Aircraft, Move Up, IC, Wildfire, Fiscal (selected), and WFDSS/IRWIN. The main content area is titled 'Job Codes' and features seven input fields. The first field contains the text 'P5ENOG 0507'. To the right of these fields are five checkboxes: 'Complex', 'FS Assisted', 'Multi-Jurisdictional', 'Trespass', and 'Reimbursable' (which is checked). Below these checkboxes is a 'Unified Command' checkbox. At the bottom right, there is a 'FireCode Comments:' label followed by a large text area for comments.

## WFDSS/IRWIN Tab

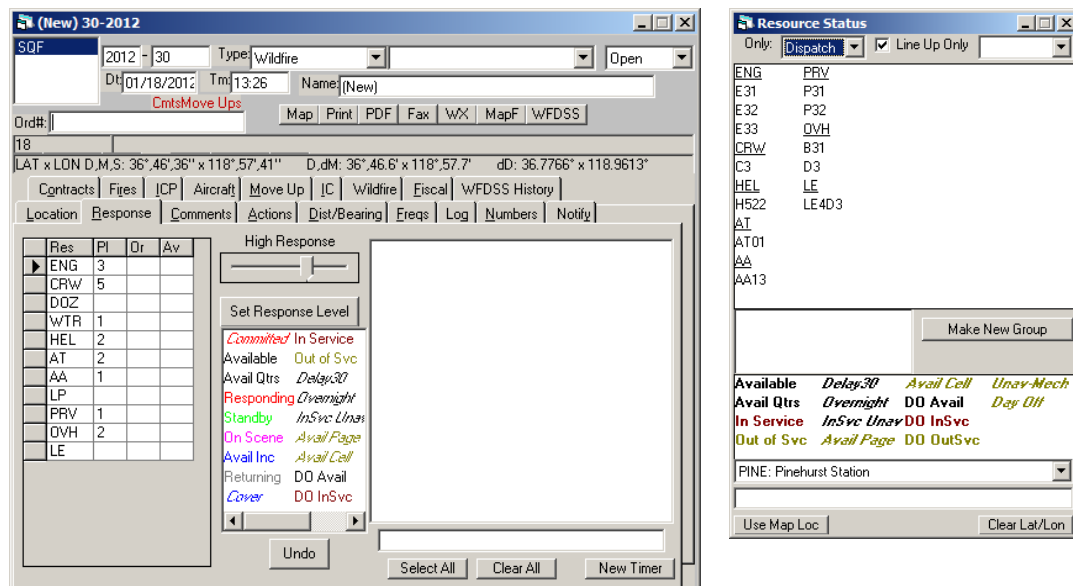
The WFDSS Tab shows a history of exports to WFDSS for this Incident, including the Acres and whether the fire is Contained, Controlled, or Out.

In version 6.x of WildCAD, this tab also shows a history of updates to IRWIN from WildCAD.

Location	Response	Comments	Actions	Dist/Bearing	Freqs	Log	Numbers	Notify
Contracts	Fires	ICP	Aircraft	Move Up	IC	Wildfire	Fiscal	WFDSS/IRWIN
<p>WFDSS File Prepared 03/11/2013 14:53:24, 0 acres by Aaron Gelobter</p> <p>WFDSS File Prepared 03/13/2013 04:25:04, 0 acres by Aaron Gelobter</p>								

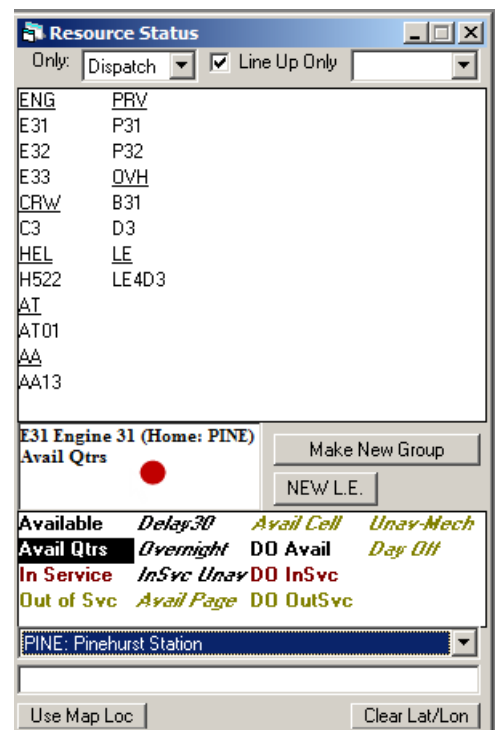
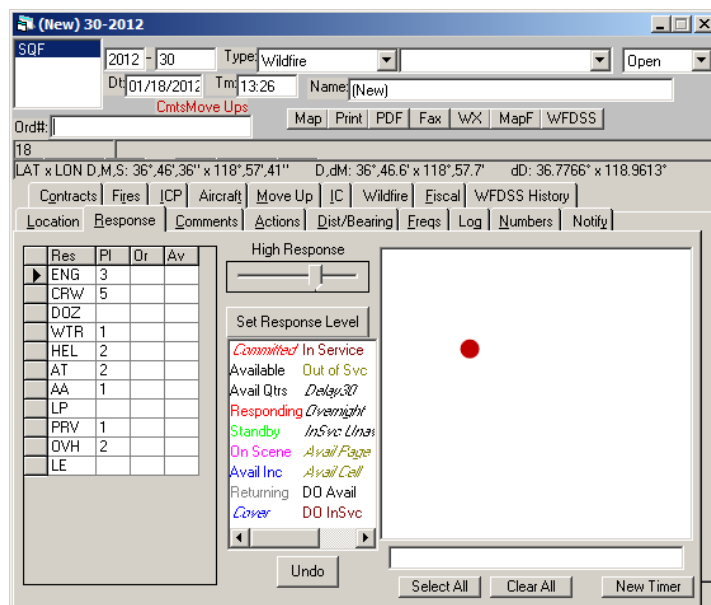
## “Click and Drag” Resources

After starting a new Incident Click and Drag a Resource to that Incident.

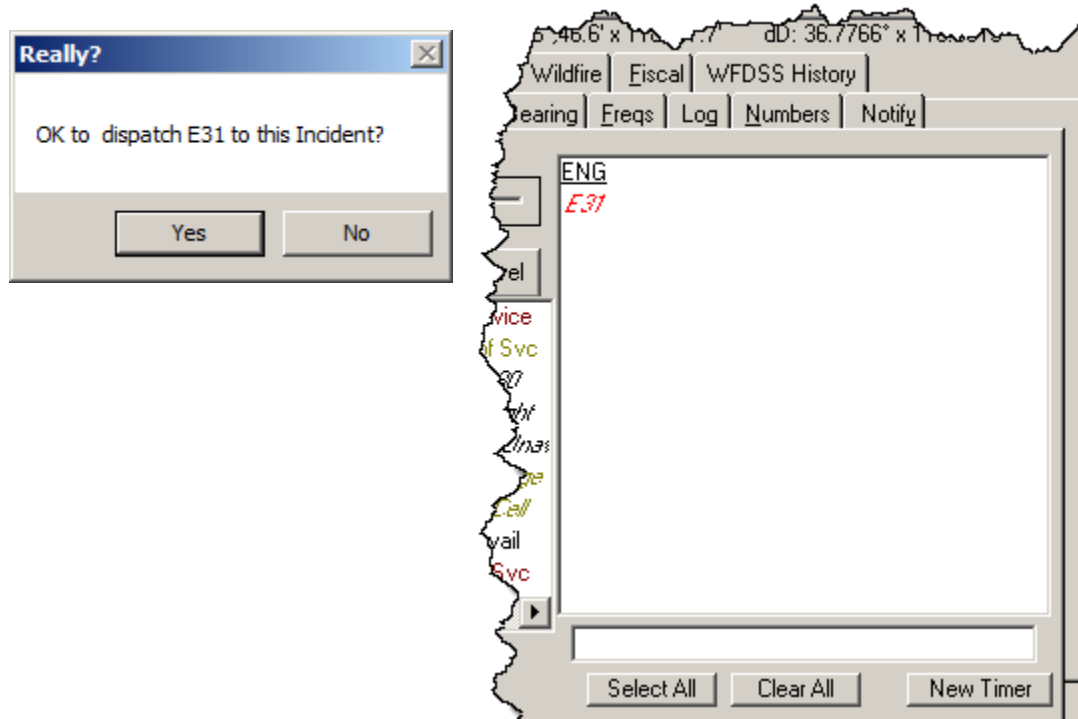


Select “E31” then “Click and Drag” to the Response Tab

First click on the Resource that will be committed (“E31”). The resource name and location will be displayed below - click into that box hold down the mouse button (**Click**) a Red Dot will appear and **Drag** to the “Response Tab” and release mouse.

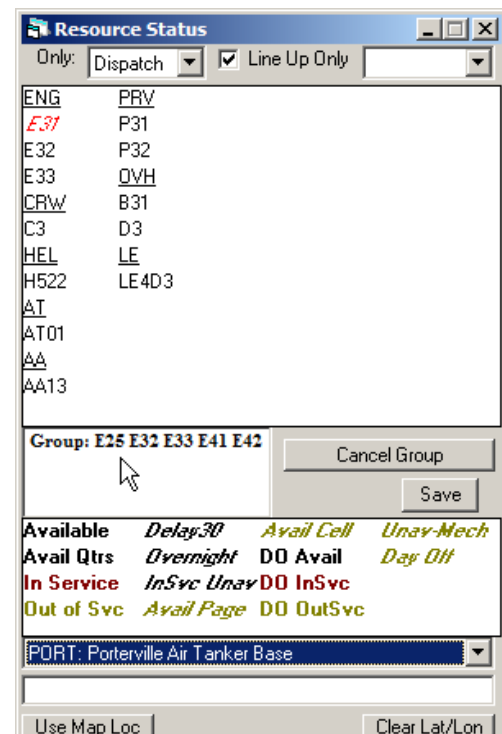


Then a text box will open, click **“Yes”** to commit the resource or click **“No”** to not commit the resource. After clicking the “Yes” the resource will display on the **Resource Tab**.



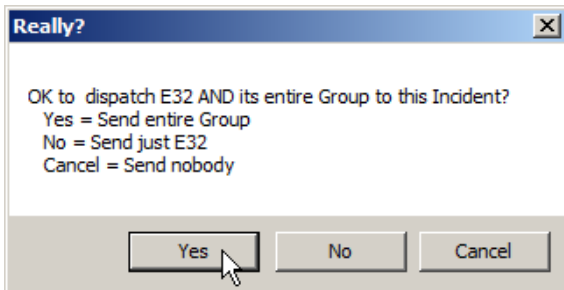
### **“Click and Drag” Groups**

Select any one of the resources in the “Group” then “Click Drag” from the box with the list of Resources in the Group to the Response Tab.

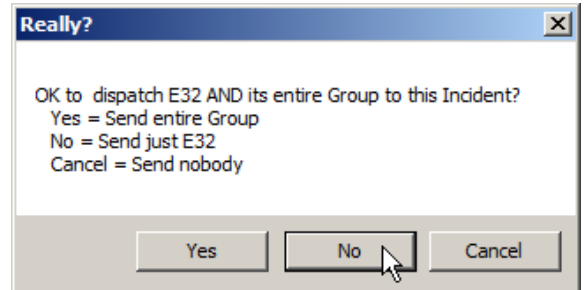


A box will open; click **“Yes”** to commit the entire group. Click **“No”** to send only the one Resource you selected. Click **“Cancel”** to send nobody.

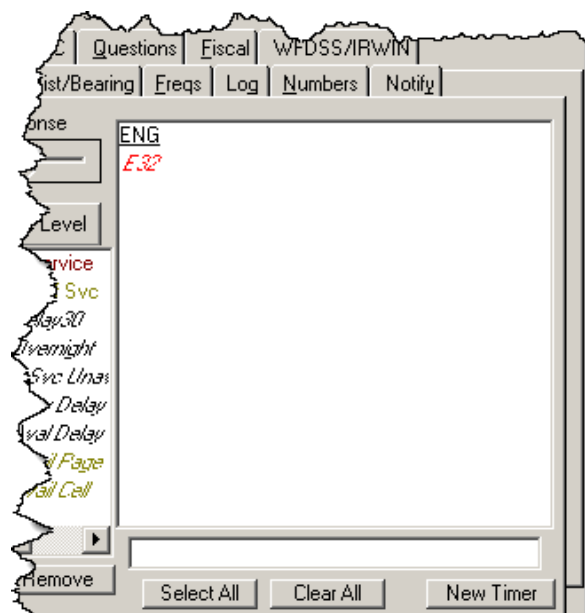
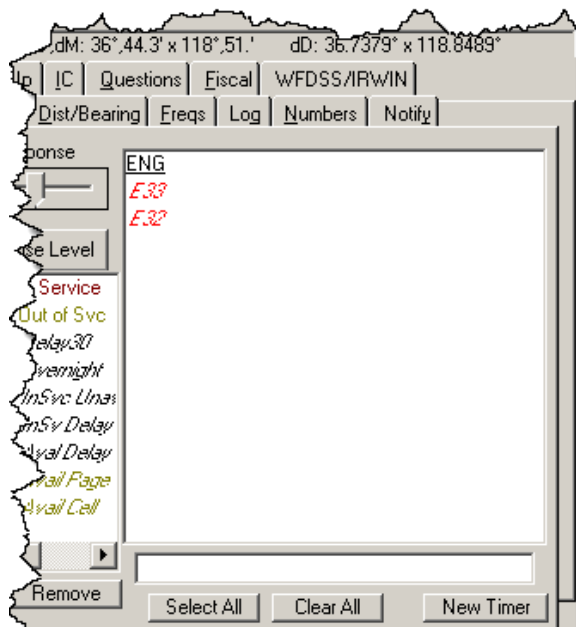
“Yes” Click:



“No” Click:



(E32 was already committed)



After sending just one resource from a Group, the remaining resource are still available to be send as a group or by single resources

If you no longer want to maintain the Group, select one of the remaining resources and click **“Cancel Group”**

**Resource Status**

Only:  ☒ Line Up Only

ENG	PRV
<del>E31</del>	P31
<del>E32</del>	P32
E33	<u>OVH</u>
<u>CRW</u>	B31
C3	D3
<u>HEL</u>	<u>LE</u>
H522	LE4D3
AT	
AT01	
AA	
AA13	

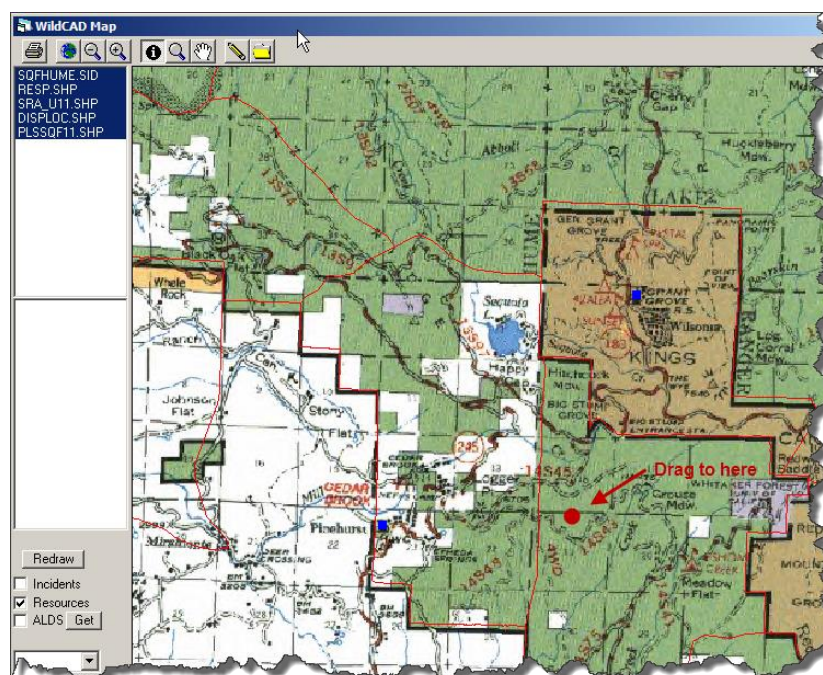
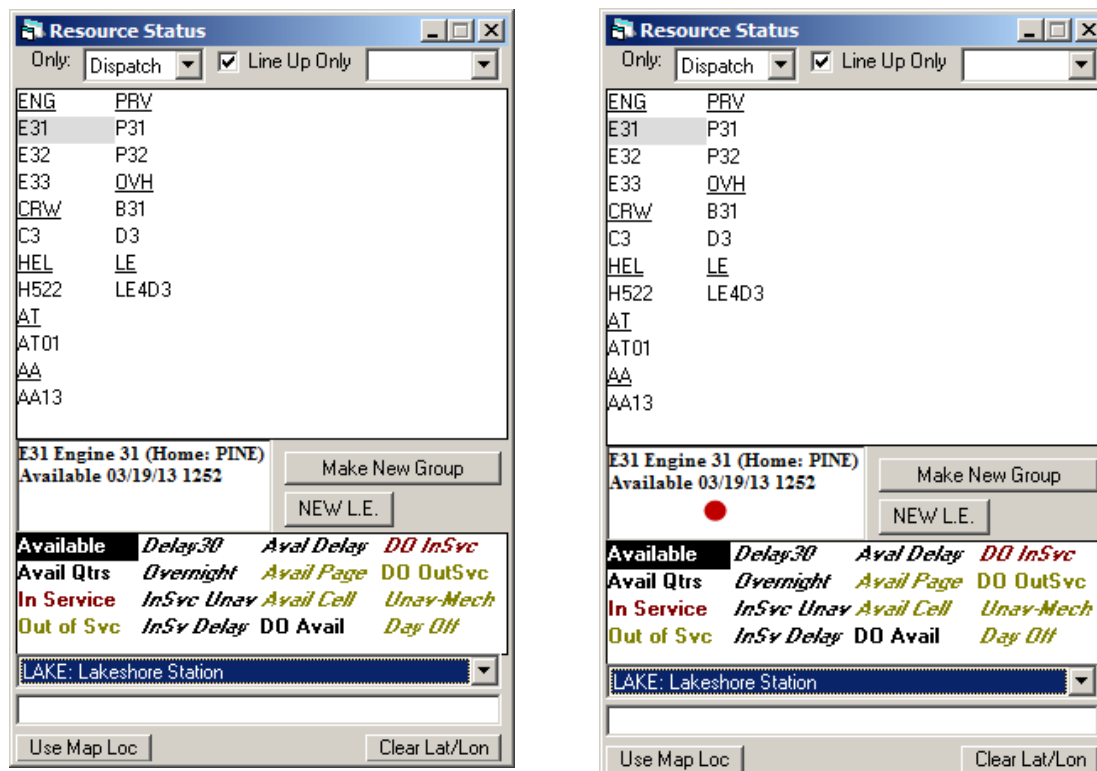
Group: **E25 E33 E41 E42**

Available	<del>Delay30</del>	<del>Avail Cell</del>	<del>Unav-Mech</del>
Avail Qtrs	<del>Overnight</del>	DO Avail	<del>Day Off</del>
In Service	InSvc Unav	DO InSvc	
Out of Svc	Avail Page	DO OutSvc	

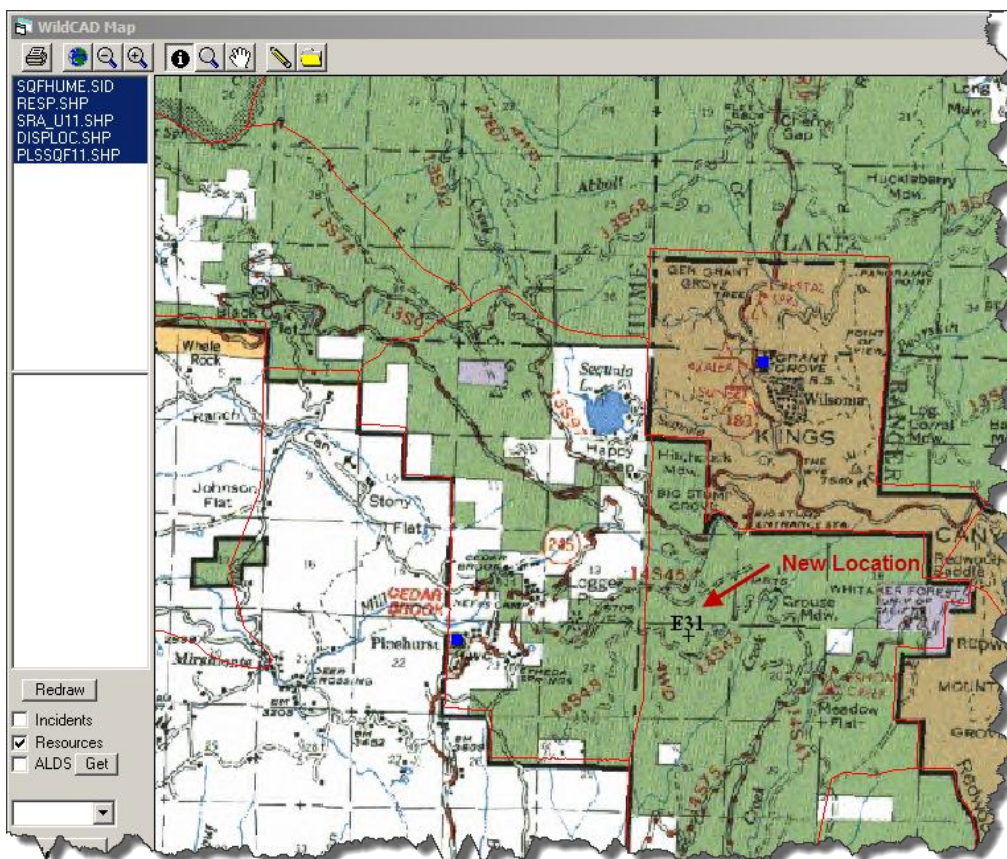
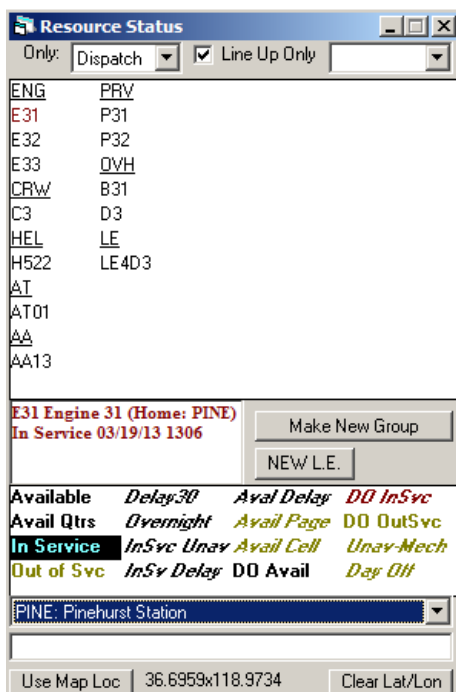
TRIM: Trimmer Station

## “Click and Drag” Location Change

First click on the Resource that will be moving (“E31”). The resource name and location will be displayed below - click into that box hold down the mouse button (**Click**) a Red Dot will appear and **Drag** to the map location and release mouse.



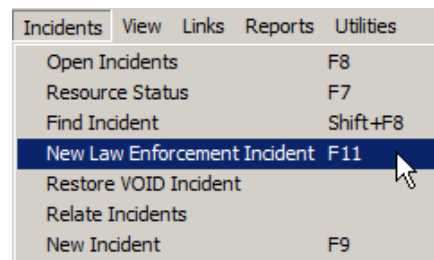




## New Law Enforcement Incident (F11)

### Edit => New Law Enforcement Incident

Use F11 to start a new Incident and have WildCAD set its Incident Type to **"Law Enforcement"**. You may then enter any other desired information about the Incident.



**(New) 27-2012**

SQF 2012 - 27 Type: **Law Enforcement** Open

Dt: 01/17/2012 Tm: 14:26 Name: (New)

Ord#:

Map Print PDF Fax WX MapF WFDSS

LAT x LON D,M,S: 0°00'00" x 0°00'00" D,dM: 0°00.' x 0°00.' dD: 0° x 0°

Contracts Fires ICP Aircraft Move Up IC Law Enforcement Fiscal WFDSS History

Location Response Comments Actions Dist/Bearing Freqs Log Numbers Notify

Dispatcher: Brian Booher

Reporting Party:

Initial Report:

Initial Location:

Initial Latitude: 0 Lon: 0 T NS R EW Sec SubSec

Actual Location:

Use Area Lat Lon Use Map Location T NS R EW Sec SubSec

Actual Latitude:  Lon:

Notes:

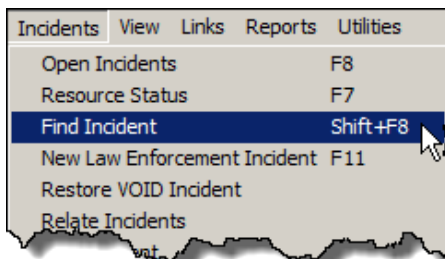
Update

Web Comment:

☐ No WildWeb Void

## INCIDENT RECORD MANAGEMENT

### *Find Incident (Shift+F8)*



#### Incidents => Find Incident

You can find an Incident by any of the shown Search Criteria. In the above example, we are asking for a list of SQF Incidents when we hit "**Find**". Use the "Any" buttons to remove criteria for the applicable block.

After hitting "**Find**", a list of qualifying Incidents is displayed.

Highlight the desired Incident, and hit "**View**" to open the Incident window.

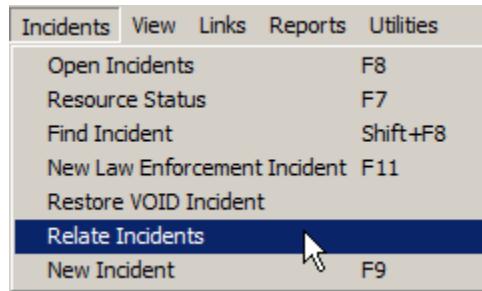
You may also "**Print**", "**PDF**" or "**Fax**" the Incident from this screen, or prepare a report "**Print Timer**" of any Timers associated with the Incident.

 A screenshot of the 'Find Incident' dialog box. The dialog has several search criteria sections: 'Date Range' (From/Through), 'Unit' (SQF), 'Incident Number' (Year: 2012, Incident: ), 'Incident Type' (dropdown), 'Incident Name' ( ), 'Resource Order' ( ), 'Area' ( ), 'Dispatcher' ( ), 'Fire Number' ( ), and 'Sub Fire #' ( ). Each section has an 'Any' button. There is a 'Clear' button and a 'Find' button. Below the search criteria is a list of results:
 

SQF-2012-00024	01/16/2012	1832	(New)
SQF-2012-00008	03/15/2012	1402	B-B Ranch

 To the right of the list, it says '2 found.' and 'Select Incident from list, then click to view:'. At the bottom right are buttons for 'View', 'Print', 'PDF', 'Fax', and 'Print Timers'.

## Relate Incidents



### Incidents => Relate Incident

WildCAD allows Incidents to be “related” for two different purposes.

First, two Incidents may have been started (e.g. due to two different reporting parties), but they in fact turned out to be the exact same Incident. In this scenario, all Resources on the second (“Related”) Incident will be diverted to the Primary Incident. However, all comments and other information will remain for both Incidents.

Second, you may establish a Complex of related Incidents. In this situation, no Resources or other information are diverted from one Incident to another, but you will be able to quickly move from the Primary Incident for the Complex to any Related Incidents.

 A screenshot of the 'Relate Incidents' dialog box. The dialog has a title bar with a close button. It contains two sections, each with an 'OK' button.
   
 Section 1: 'Associate Two Incidents Which Turned Out To Be The Same Incident:'. It has two rows of input fields. The first row is for the 'Primary Incident' and the second for the 'Related Incident'. Each row has three fields: 'Year' (text input), 'Unit' (dropdown menu), and 'Number' (text input).
   
 Section 2: 'Manage A Complex By Associating Multiple Active Incidents To A Primary Incident:'. It also has two rows of input fields. The first row is for the 'Primary Incident' and the second for the 'Related Active Incident'. Each row has three fields: 'Year' (text input), 'Unit' (dropdown menu), and 'Number' (text input).

**Relate Incidents**

Associate Two Incidents Which Turned Out To Be The Same Incident:

	<u>Year</u>	<u>Unit</u>	<u>Number</u>	
Primary Incident:	2011	SQF	4	Flat Creek
Related Incident:	2011	SQF	3	Creek

Resources on the second (Related) Incident will be automatically DIVERTED to the first (Primary) Incident. All log entries, etc will remain with their current Incident.

Relate

**Relate Incidents**

Manage A Complex By Associating Multiple Active Incidents To A Primary Incident:

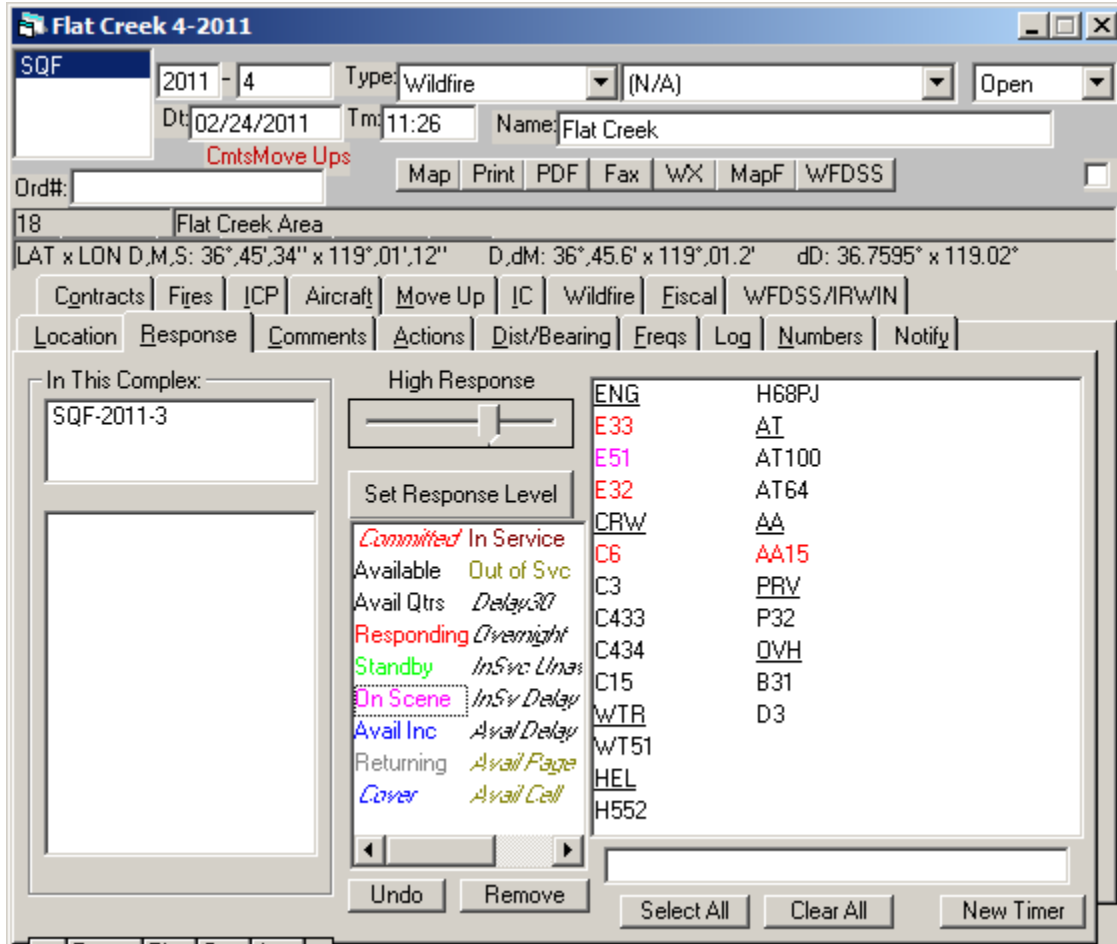
	<u>Year</u>	<u>Unit</u>	<u>Number</u>	
Primary Incident:	2011	SQF	4	Flat Creek
Related Active Incident:	2011	SQF	3	(New)

All assigned Resources, log entries, etc remain with their current Incident. From the Primary Incident, you will be able to quickly jump to Related Active Incidents by viewing and clicking on any Resource assigned to any Incident in the Complex.

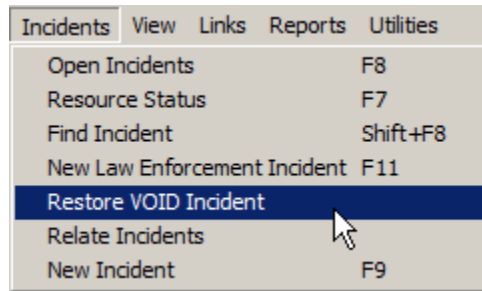
Relate



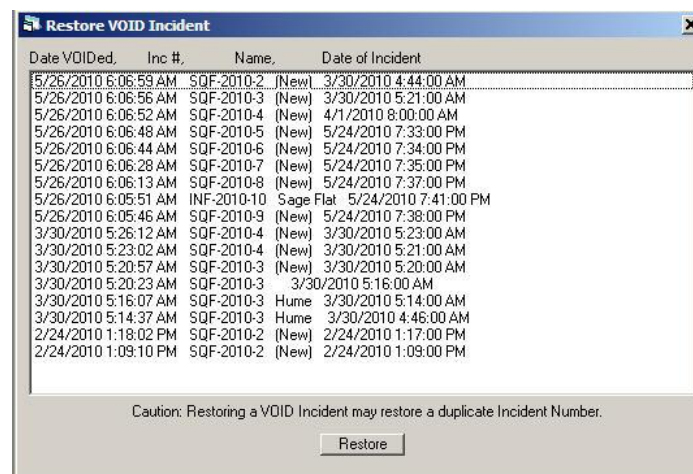
If you relate Incidents into a Complex, the Response Tab on the Primary Incident will be changed so that Related Incidents and Resources on Related Incidents are listed:



Click on any of the Related Incidents, or on a Resource on a Related Incident, and that Incident Window will open. Comments Tab has a feature for retrieving Related Incidents.

**Restore VOID Incident****Incidents => Restore VOID Incident**

If you accidentally VOID an Incident, you may use this screen to restore it:



Keep in mind that it is possible that this Incident's Incident Number was reused for a different Incident, so you may see duplicate Incident Numbers



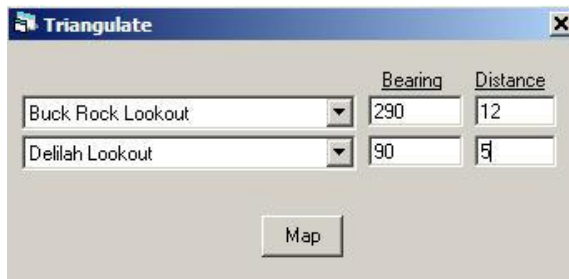
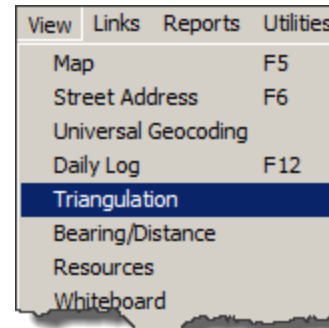
## TOOLS (View Menu)

Use the View Menu to view certain screens in WildCAD.

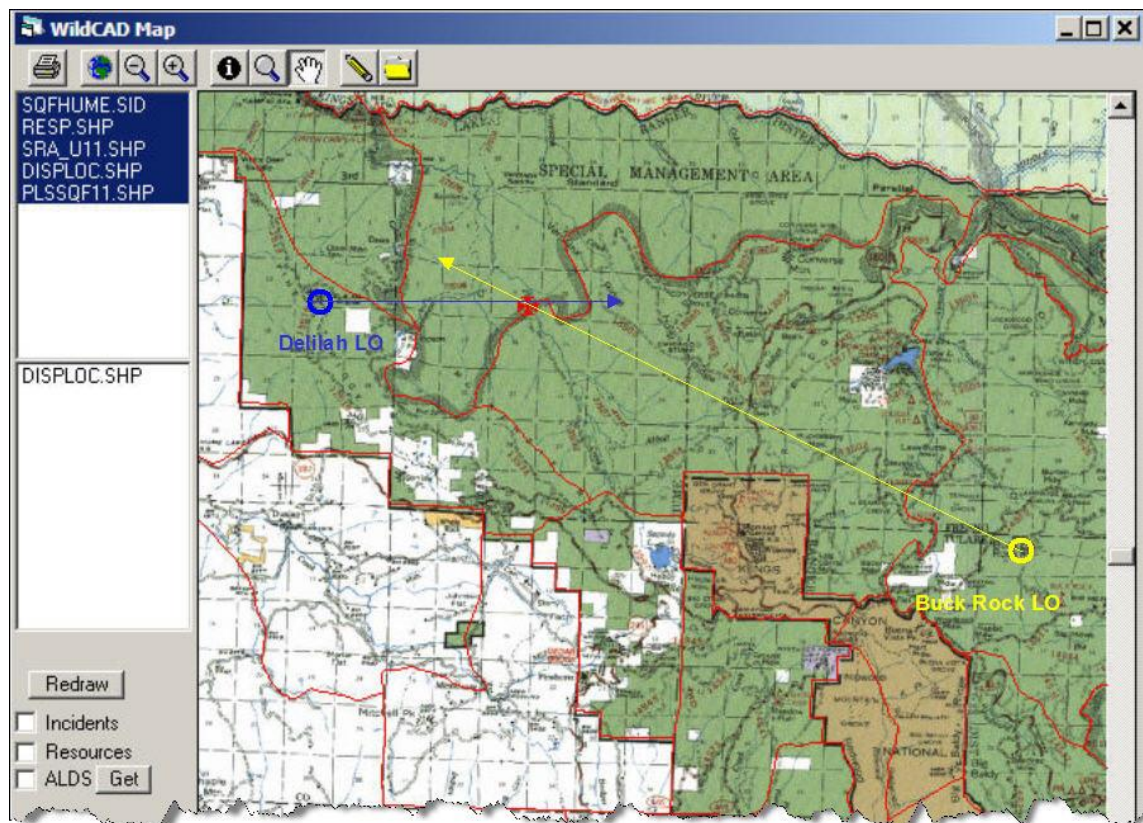
### Triangulation

#### View => Triangulation

Use the Triangulation Menu to calculate a point when you are given one or two bearings and distances:



Hit "Map" to go to the resulting spot on the Map.

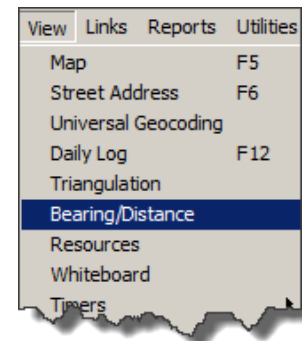




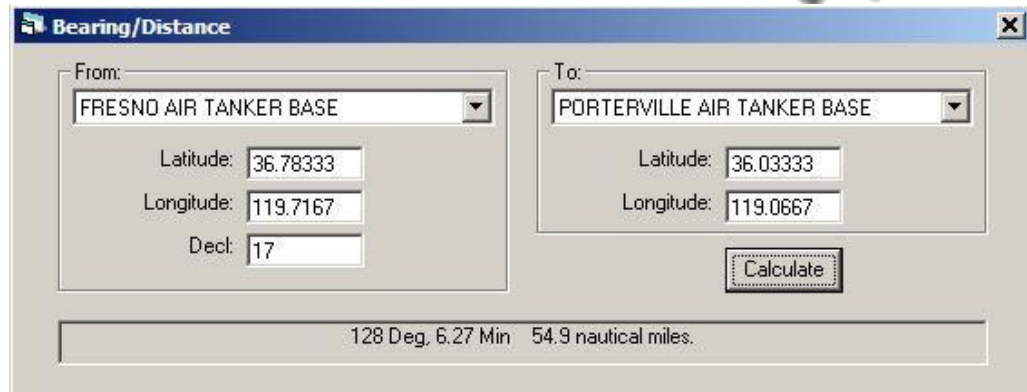
## Bearing/Distance

### View => Bearing/Distance

Use the Bearing/Distance menu item (F3) to calculate bearings and nautical miles from any location to any other location:



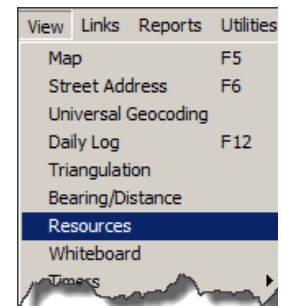
You may either enter the latitude and longitude values directly, or may select from WildCAD's built-in list. Hit the **"Calculate"** button to perform the calculations. The result is displayed for you.



## Resources

### View => Resources

On this screen, you may view, but not change, information about your responding Resources.

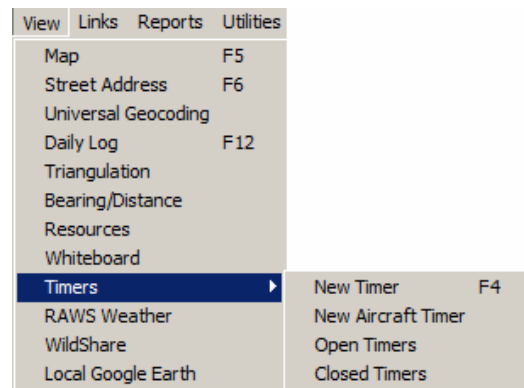


## Timers

WildCAD allows the creation of “Timers” which remind you to take an action after a certain number of minutes.

From the View Menu, Timers, you may either open a new Timer (or use F4), or view a list of all Open Timers:

**View => Timer => New Timer**



Start a New Timer with F4 or from the menu, and you will see the Timer screen:

**D3 Timer**

Resource Type: All Resources

Resource Being Monitored: D3

Incident: SQF-2013-29 Ridge 2/14/2013 11:

Time From: 1207 Interval (minutes): 15

Alert Time: 1222 Remaining Minutes: 15

☒ Flash Red and Use Sound

Status OK

Other

02/14/2013 1207 AG OK:

Close Stop Alert Snooze Print PDF New Inc

Select the **Resource Being Monitored** from the pull down, or enter one manually to the right. You **MUST** select or enter a Resource, or the Timer will not function.

You may attach this Timer to an Incident. If you do, then a red notice: “**TIMER**” will appear in the upper right of the Incident screen. You may click on it to open the Timers attached to that Incident.

Enter the **Time From** and **Interval**. The alert time will be calculated, and remaining minutes will be displayed.

The **Flash Red and Use Sound** will automatically be checked, uncheck to disable the flashing and sound.

Click **“Status OK”** to enter a normal status check. This will reset the time. Or, enter other text and click **“Other”** this will log the information but not reset the timer.

Use the **“Close”** button to end this Timer.

Use the **“Stop Alert”** button to stop the Alert Sound.

Use the **“Snooze”** button to put the Timer on hold.

The **“Print”** button will send the Timer to a printer and the **“PDF”** button creates a PDF document.

The **“New Inc”** button starts a new Incident tied to this timer.

### View => Timer => New Aircraft Timer

Aircraft timers include additional fields, such as lat/lon, Heading, Altitude, etc.

AA13 Timer

Resource Type: All Resources

Resource Being Monitored: AA13

Incident:

Time From: 1208 Interval (minutes): 15

Alert Time: 1223 Remaining Minutes: 15

☒ Flash Red and Use Sound

Status OK

Other

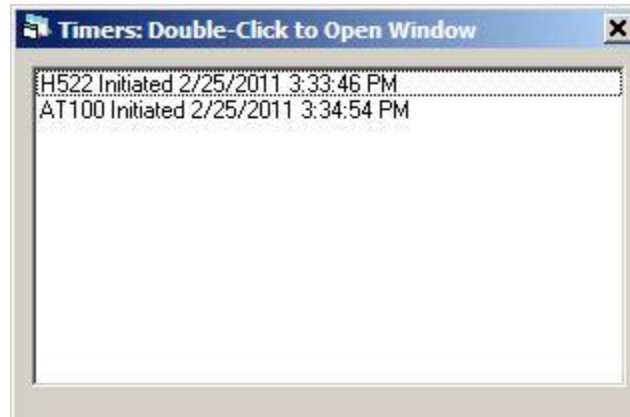
Lat: Lon: Hdg: Alt: Spd: Pax: Fuel:

02/14/2013 1208 AG OK:

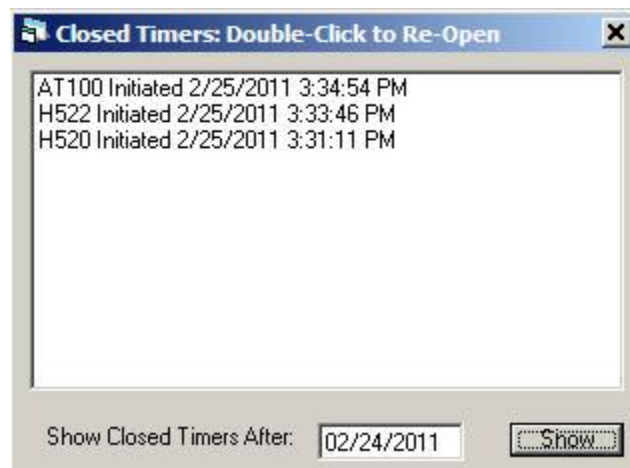
Close Stop Alert Snooze Print PDF New Inc

**View => Timer => Open Timers**

Open Timers – presents you with a list of all pending Timers. Double click on one to open it:



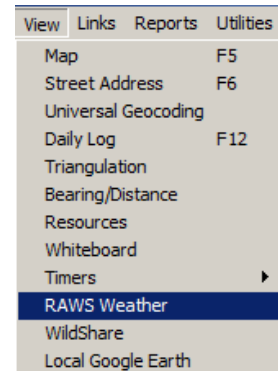
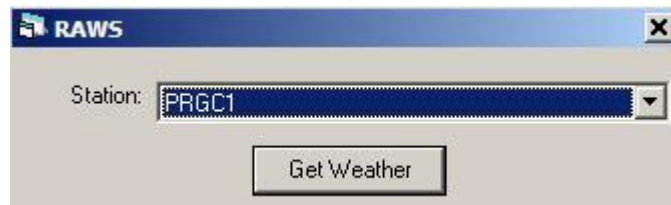
**View => Timer => Closed Timers**



## RAWS Weather

### View => RAWS Weather

Finally, from the View menu you may retrieve RAWS weather for any RAWS Station included by your System Administrator in your WildCAD database:



Select the Station and click **“Get Weather”**, and, provided you re connected to the Internet, the latest observations will appear:

**SITE INFORMATION**

ID: PRGC1  
NAME: PARK RIDGE  
LATITUDE: 36.7242  
LONGITUDE: -118.9425  
ELEVATION: 7540 ft  
MNET: RAWS

(Click for topo/terrain map)  
(Click for satellite)

**SITE LINKS**

[Help](#)  
[ROMAN](#)  
[Metric Units](#)  
[Greenwich Mean Time](#)  
[2 Week Summary](#)  
[Past Data](#)  
[Data Quality](#)  
[Station Information](#)  
[Station Status](#)  
[Restrictions](#)  
[Data in Spreadsheet Format](#)

DATA COURTESY OF  
[Bureau of Land Management](#)  
and  
[National Park Service](#)

**Weather Conditions for PRGC1**

Current time: February 25, 2011 - 15:44 PST  
Most Recent Observations at February 25, 2011 - 14:55 PST

	14:55	Max since Midnight	Min since Midnight	24 Hour Max	24 Hour Min
Temperature	24.0° F	25.0 at 11:55	22.0 at 0:55	29.0 at 15:55	22.0 at 20:55
Dew Point	23.8° F	24.8 at 11:55	21.8 at 0:55	25.9 at 15:55	16.2 at 17:55
Relative Humidity	99%	99 at 0:55	99 at 0:55	100 at 22:55	64 at 16:55
Wind Speed	7 mph from SSW	9 at 6:55	3 at 0:55	9 at 6:55	0 at 15:55
Wind Gust	14 mph	19 at 7:55	6 at 0:55	19 at 7:55	3 at 15:55
Solar Radiation	75.0 W/m²	123.0 at 12:55	0.0 at 0:55	220.0 at 15:55	0.0 at 18:55
Fuel Temperature	-32.0° F	-32.0 at 0:55	-32.0 at 0:55	-32.0 at 15:55	-32.0 at 15:55
10 hr Fuel Moisture	28 gm	29 at 1:55	28 at 14:55	29 at 1:55	27 at 15:55
Battery voltage	13.30 volt	13.60 at 11:55	12.50 at 4:55	14.60 at 15:55	12.50 at 4:55

Precipitation accumulated since midnight: 0.00", in 24 hours: 0.00"

Tabular Listing: February 24, 2011 - 14:44 through February 25, 2011 - 15:44 PST

Time(PST)	Temperature °F	Dew Point °F	Relative Humidity %	Wind Speed mph	Wind Gust mph	Wind Direction	Quality check	Solar Radiation W/m²	Precipitation accumulated in	Fuel Temperature °F	10 hr Fuel Moisture gm	Battery voltage volt
14:55	24.0	23.8	99	7	14	SSW	OK	75.0	17.77	-32.0	28	13.30
13:55	25.0	24.8	99	6	13	SSW	OK	89.0	17.77	-32.0	28	13.40
12:55	25.0	24.8	99	7	18	SSW	OK	123.0	17.77	-32.0	28	13.50
11:55	25.0	24.8	99	7	19	SSW	OK	122.0	17.77	-32.0	29	13.60
10:55	24.0	23.8	99	7	17	SSW	OK	76.0	17.77	-32.0	28	13.10

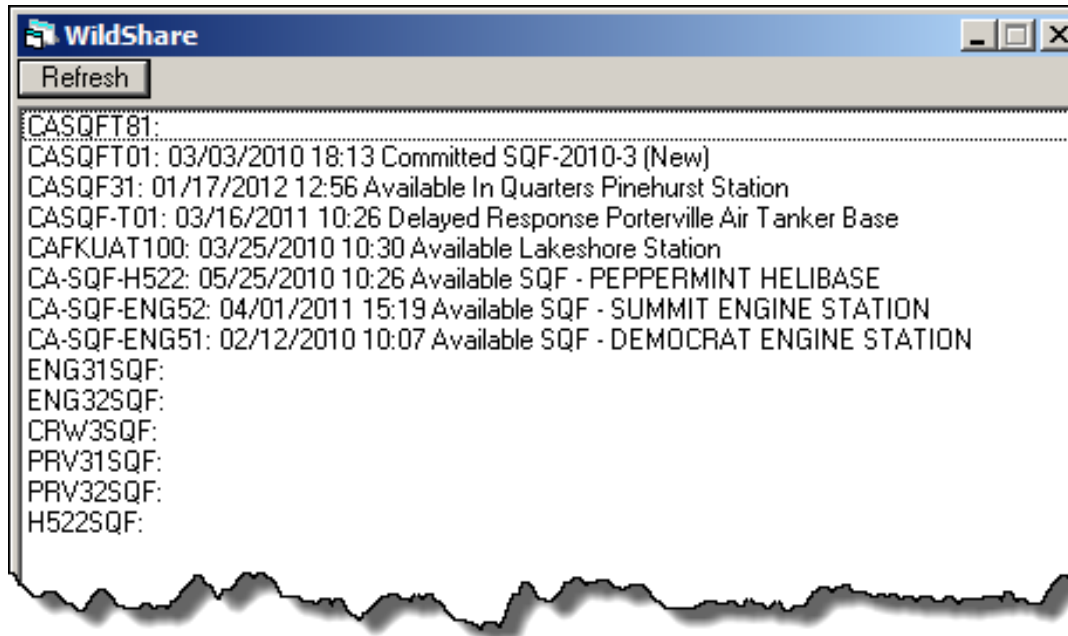
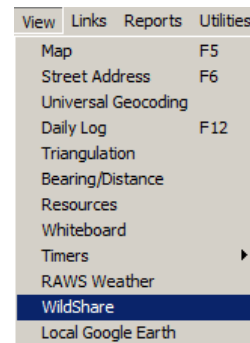
Select Previous Periods: [12 Hours](#) [24 Hours](#) [2 Days](#) [5 Days](#) [7 Days](#) [10 Days](#) [30 Days](#)

[Hodograph](#)

## WildShare

### View => WildShare

View the status of Resources from other WildCAD Centers who are sharing their information with you



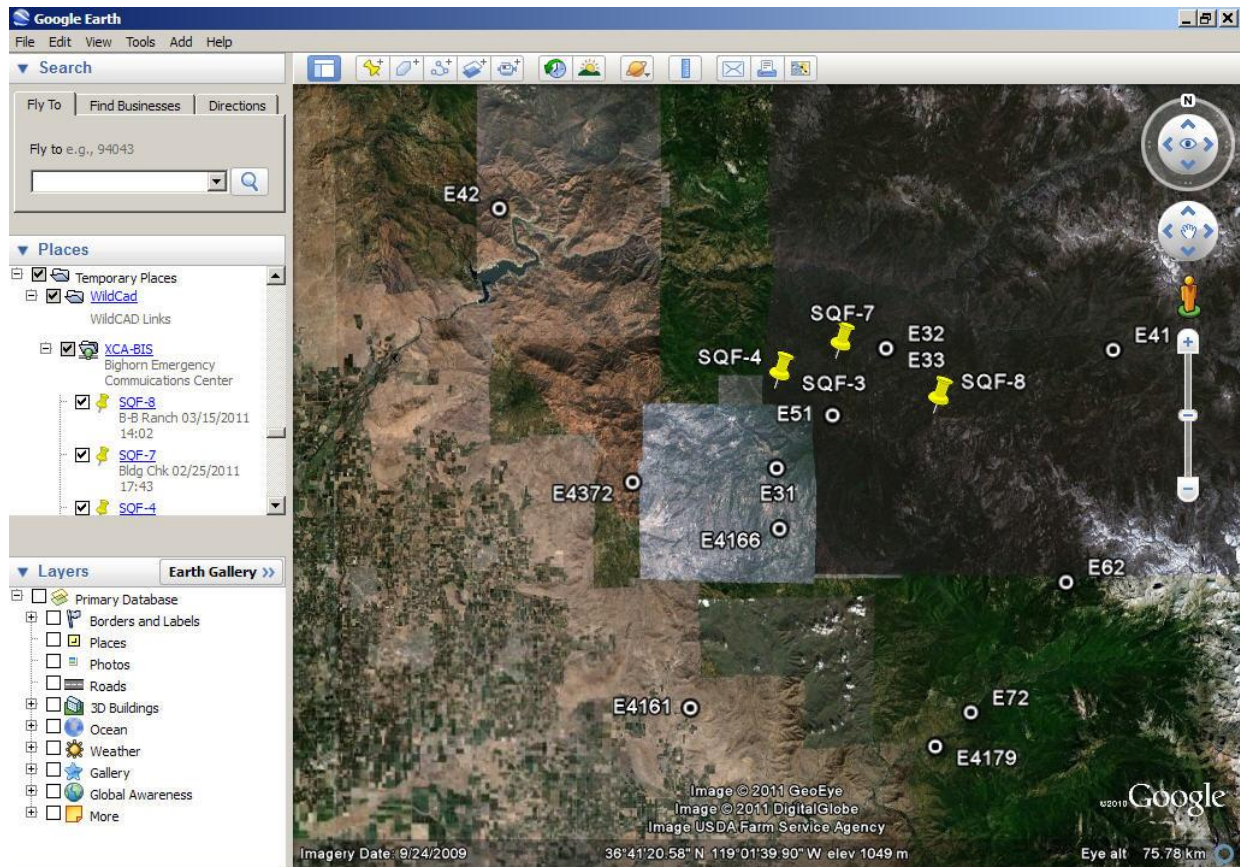


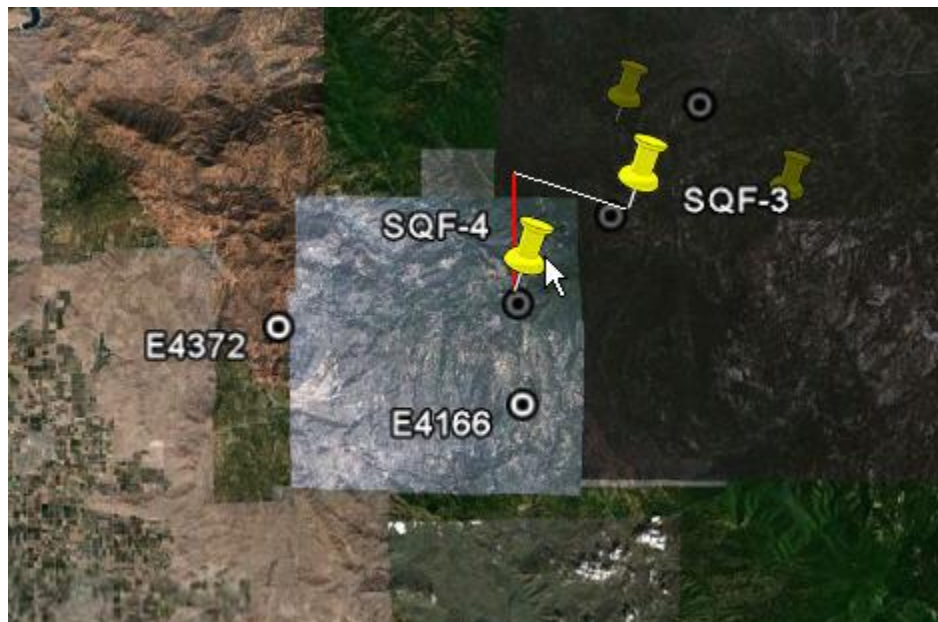
## Local Google Earth

### View => Local Google Earth

View your Incidents and Resources selected by the System Administrator in Google Earth. This will update every minute.

View	Links	Reports	Utilities
Map		F5	
Street Address		F6	
Universal Geocoding			
Daily Log		F12	
Triangulation			
Bearing/Distance			
Resources			
Whiteboard			
Timers			
RAWS Weather			
WildShare			
Local Google Earth			







## Links

### Web Sites

**Links => Web Sites** (Then select the web site posted by the System Administrator)



The Links Menu will only appear if your System Administrator has created a list of web pages for use by Dispatchers. If the menu is shown, merely select any one of the listed sites.

 A screenshot of the WildCAD Support login page. The header features the 'Wildcad Support' logo and 'Bighorn Information Systems' text. Below the header, there is a link to 'View active WildWeb Sites'. A prompt asks the user to enter their WildCAD support login and password. There are input fields for 'User Name:' and 'Password:', followed by a 'Submit' button. Below the login fields, there is a link for 'Forgot your password? Request Password Reset'. A note states that a 'WildCAD Center Information sheet' dated within the past 6 months must be on file with Bighorn before a User Name will be enabled. At the bottom, there is a link to request a login User Name and Password, and a footer with the Bighorn Information Systems logo and copyright information.

Right-click on the display to pop up a menu that allows you to perform tasks such as going Back, Forward, Printing, etc.

### Documents

**Links => Documents** (Then select the document posted by the System Administrator)



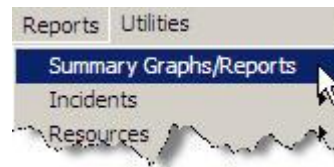
If your System Administrator has established a list in WildCAD, you can open one or more documents from this menu. Examples might include User Guides or word processing templates

## REPORTS

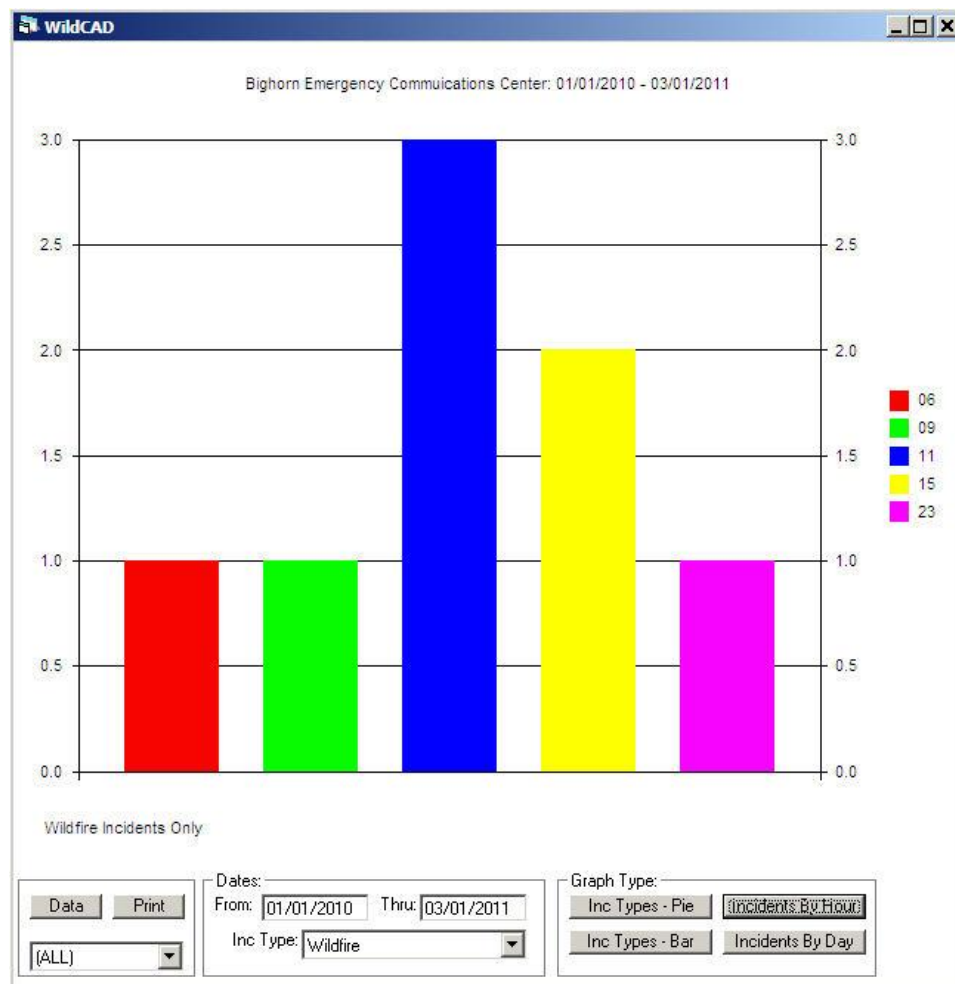
View and print a variety of reports from the Reports Menu. A few sample reports are displayed below:

### Summary Graphs/Reports

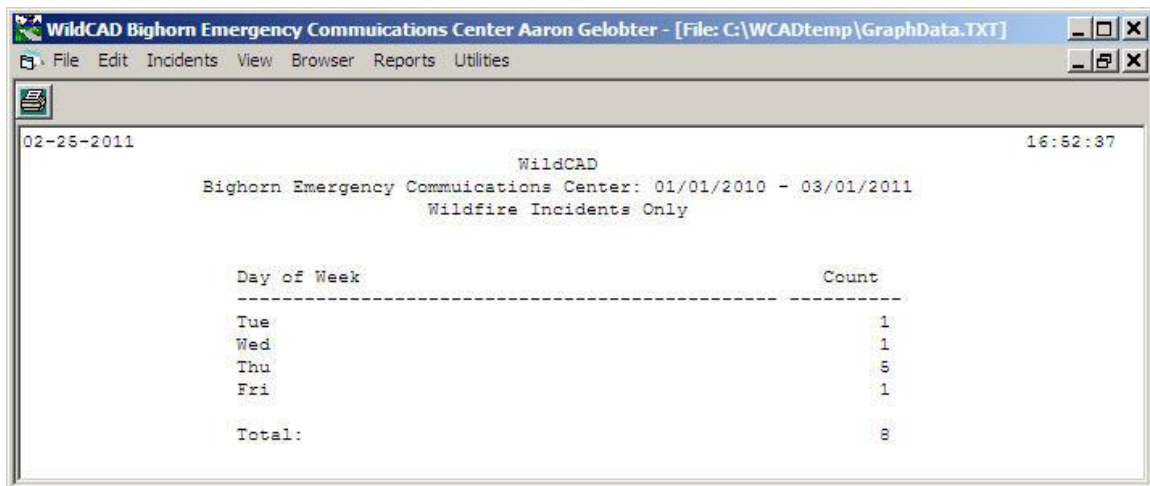
Reports => Summary Graphs/Reports



View incidents by type, hour, and day of the week on this form.



Hit the "Data" button to view the underlying data:



The **"Print"** button will send the graph to your WildCAD reports printer.

## Incidents

A variety of reports concerning Incidents in WildCAD is available here:

### Open Incidents

**Reports => Incidents => Open Incidents**

The Open Incidents report shows all incidents whose status is **"Open"**:



Open Incidents - Internet Explorer, optimized for Bing and MSN

C:\WCADtemp\OpenIncidents.html

Google

File Edit View Favorites Tools Help

Open Incidents

### WildCAD Open Incidents

### Bighorn Emergency Communications Center

Date	Incident #	Incident Type	Name
02/24/2011 11:23:00	SQF-2011-2	Wildfire	(New)
02/24/2011 11:25:00	SQF-2011-3	Wildfire	(New)
02/24/2011 11:26:00	SQF-2011-4	Wildfire	Flat Creek
02/24/2011 11:28:00	SQF-2011-5	Law Enf	(New)
02/25/2011 15:07:00	SQF-2011-6	Wildfire	(New)

This creates a report in HTML format that utilizes the toolbar functions of your browser to Copy, Print, Save, etc.

## Incident List By Date

### Reports => Incidents => Incident List By Date

You provide a date range, and WildCAD will list your Incidents.



 A screenshot of the 'Incident Dates' dialog box. It has two input fields: 'FROM Date:' with the value '1/1/2010' and 'THROUGH Date:' with the value '4/30/2011'. There are 'OK' and 'Cancel' buttons at the bottom.


 A screenshot of a web browser window displaying the 'WildCAD Incidents' report. The title bar says 'Incidents 01/01/2010 - 04/30/2011 11:59:59 PM - Internet Explorer, optimized for Bing and MSN'. The address bar shows 'C:\WCADtemp\Incidents.html'. The page title is 'WildCAD Incidents 01/01/2010 - 04/30/2011 11:59:59 PM' and the subtitle is 'Bighorn Emergency Communications Center'. Below is a table of incidents.
 

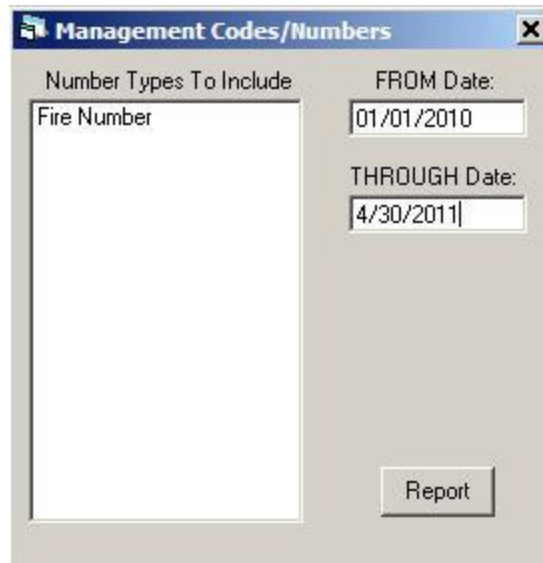
Incident #	Date	Name	Area	Disp	Type	SubType
SQF-2010-1	2/18/2010 3:58:00 PM	Pinehurst	Z2	AG	Wildfire	
SQF-2010-1	3/24/2010 11:35:00 AM (New)			AG	Law Enf	
INF-2010-10	5/26/2010 6:08:00 AM	Sage		AG	Wildfire	
SQF-2010-11	6/1/2010 11:13:00 PM	Test	18	AG	Wildfire	
SQF-2010-12	6/24/2010 9:30:00 AM	Grove	Z2	AG	Wildfire	
SQF-2011-2	2/24/2011 11:23:00 AM (New)			AG	Wildfire	
SQF-2011-3	2/24/2011 11:25:00 AM	Creek	18	AG	Wildfire	
SQF-2011-4	2/24/2011 11:26:00 AM	Flat Creek	18	AG	Wildfire	

## Incident Numbers

### Reports => Incidents => Incident Numbers

For a specified date range, you will receive a list of assigned Fire Numbers.





**Management Codes/Numbers**

Number Types To Include  
Fire Number

FROM Date: 01/01/2010

THROUGH Date: 4/30/2011

Report

File: C:\WCADtemp\MGTCODE.txt

04-04-2011

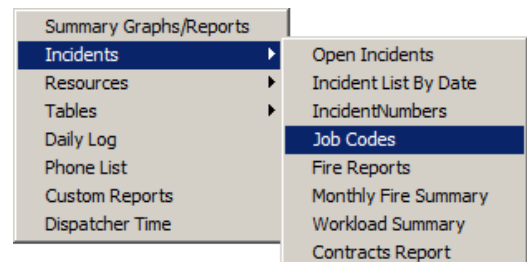
WildCAD  
Bighorn Emergency Communications Center  
Management Codes: 01/01/2010 - 04/30/2011

Date	Inc #	Name	Fire Number
02/24/2011	SQF-3	Creek	PSFSB8
02/24/2011	SQF-4	Flat Creek	PSFSB6
03/15/2011	SQF-8	B-B Ranch	PSFSB1

## Job Codes

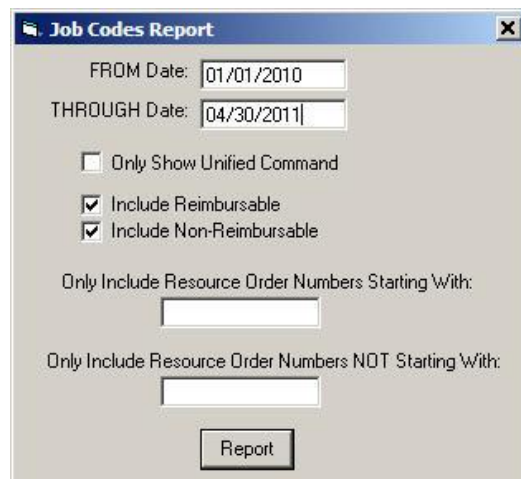
### Reports => Incidents => Job Codes

For a specified date range, you will receive a list of assigned Job Codes.



Summary Graphs/Reports

- Incidents
  - Open Incidents
  - Incident List By Date
  - IncidentNumbers
  - Job Codes**
  - Fire Reports
  - Monthly Fire Summary
  - Workload Summary
  - Contracts Report
- Resources
- Tables
- Daily Log
- Phone List
- Custom Reports
- Dispatcher Time



**Job Codes Report**

FROM Date: 01/01/2010

THROUGH Date: 04/30/2011

☐ Only Show Unified Command

☒ Include Reimbursable

☒ Include Non-Reimbursable

Only Include Resource Order Numbers Starting With:

Only Include Resource Order Numbers NOT Starting With:

Report



File: C:\WCADtemp\JOBCODE.TXT

04-04-2011

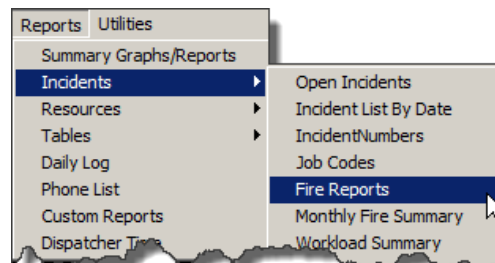
WildCAD  
Bighorn Emergency Communications Center  
Job Codes: 01/01/2010 - 04/30/2011

Date	Inc #	Name	Unified Command	Reimbursable	Resource Order Number	Job Code(s)
02/18/2010	SQF-1	Pinehurst	Yes	No		PTEST1 0513
05/26/2010	INF-10	Sage	No	No		PTEST1
06/01/2010	SQF-11	Test	No	No		PTEST1
06/24/2010	SQF-12	Grove	No	No		PTEST1
02/24/2011	SQF-4	Flat Creek	No	No		PSFSB8
03/15/2011	SQF-8	B-B Ranch	No	No		PSFSB1 0513

## Fire Reports

### Reports => Incidents => Fire Reports

Enter a FROM and THROUGH date, and the set of Incidents you want included.



The “Fire Summary Report” prepares a text file report of selected Incidents.

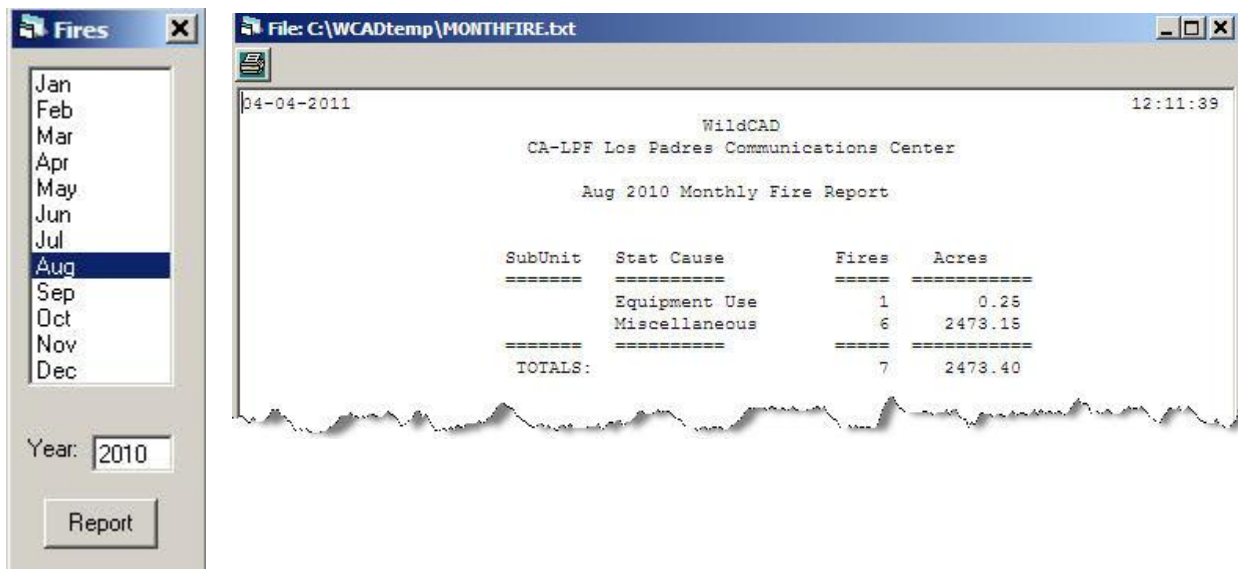
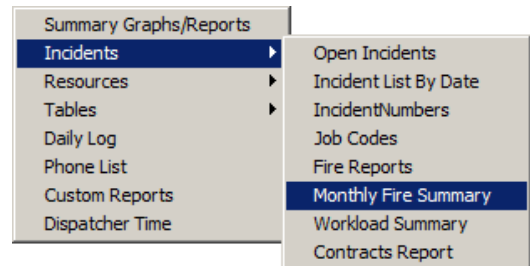
Date	Fire Name	Incident #	Fire #	Sub Unit	Cls	Size	Land	Wild	Stat	Spec	Legal Description	Job Code(s)
02/18/2010	Pinehurst	SQF-2010-1	1	D53-1	B	2.00			2	3	T14S, R27E 14 NWNE	PTEST1 0513
05/26/2010	Sage	INF-2010-10	-		B	6.00			2		T20S, R36E 2 NENE	PTEST1
06/01/2010	Test	SQF-2010-11	-		B	6.00			1		T13S, R27E 22 SENW	PTEST1
06/24/2010	Grove	SQF-2010-12	-		B	2.00			2		T14S, R27E 2 NWSW	PTEST1
02/24/2011	(New)	SQF-2011-2	-			0.00						
02/24/2011	Creek	SQF-2011-3	-			0.00					T13S, R27E 27 SESE	
02/24/2011	Fire	SQF-2011-4	053-2			10.00		1			T13S, R27E 22 SESE	D5FSB2

The “Fire Detail Report to .csv” exports fire details to a spreadsheet file.

## Monthly Fire Summary

### Reports => Incidents => Monthly Fire Summary

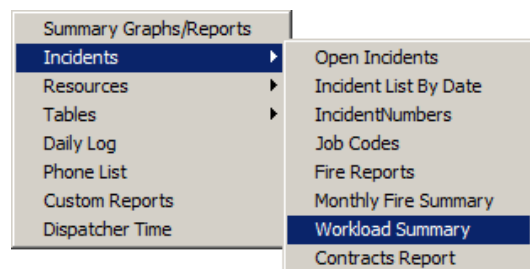
This report lists information about your fire activity during a specified month and year.



## Workload Summary

### Reports => Incidents => Workload Summary

Collects and displays information about Incidents and dispatcher time per Agency:





File: C:\WCADtemp\Workload.txt

04-04-2011 12:22:31

WildCAD  
Bighorn Emergency Communications Center  
Workload Report 01/01/2010 - 04/30/2011  
Times Are Totals From Incident Open Through Close

Agency	Incident Type	Sub-Type	Incidents	Minutes	= Hours
INF	Wildfire	N/A	1	393,777	6,563
INF Subtotals:			1	393,777	6,563
SQF		N/A	6		
		N/A	10	1,268,793	21,147
	Law Enf	N/A	2		
		N/A	4	484,170	8,070
SQF Subtotals:			22	1,752,963	29,216
Report Totals:			23	2,146,740	35,779

## Contracts Report

Reports => Incidents => Contracts Report

Shows history of EERA/Contract activities:

Contract History Report

Contractor: (All)

From Date: Thru:

Disposition: (All)

Order Number: View

- Summary Graphs/Reports
  - Incidents
    - Open Incidents
    - Incident List By Date
    - IncidentNumbers
    - Job Codes
    - Fire Reports
    - Monthly Fire Summary
    - Workload Summary
    - Contracts Report
  - Resources
  - Tables
  - Daily Log
  - Phone List
  - Custom Reports
  - Dispatcher Time

File: C:\WCADtemp\Contracts.TXT

04-04-2011 12:31:27

WildCAD  
Contract History

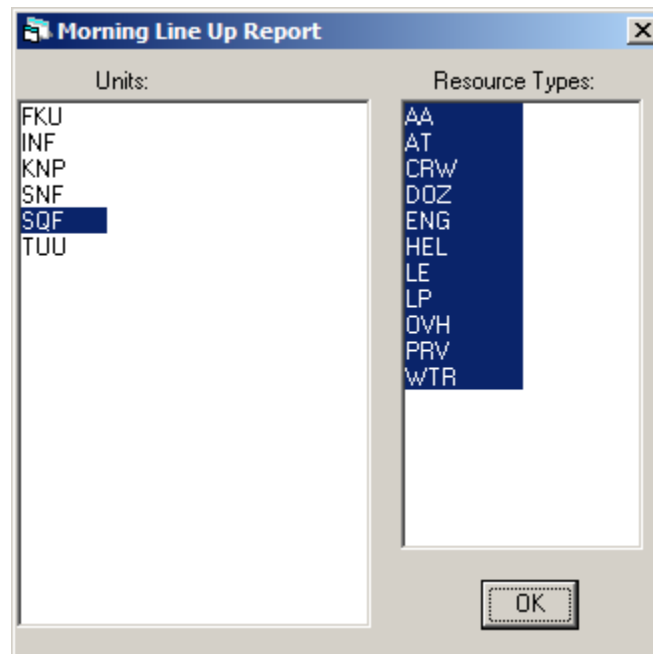
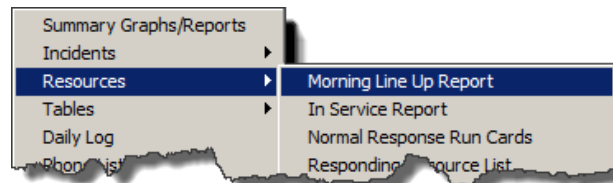
Date	D	Name	Equipment	OrderNum
10/12/2009	F			ca-lpf-263
10/12/2009	D			ca-lpf-263
10/22/2009	U	A&G Pumping Inc. (1)	Potable WT T2	LPF1738
10/22/2009	F	A1 Water (3)	Potable WT T2	LPF1738
10/22/2009	D	Bowne Water (7)	Potable WT T2	LPF1738

## Resources

### Morning Line Up Report

#### Reports => Resources => Morning Line Up Report

This report shows the current status of each selected Resource:



Click on "OK" to view the report.

File: C:\WCADtemp\LINEUP.TXT

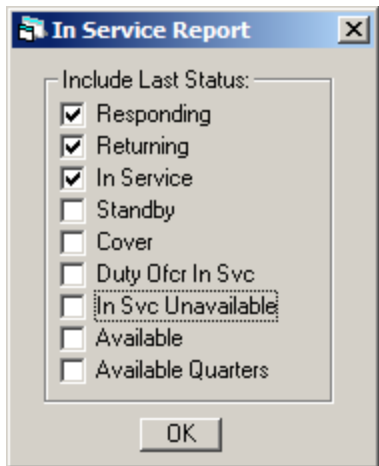
03-19-2013 11:24:08

WildCAD Line Up  
Bighorn Emergency Communications Center

Resource	Status	Status Date	Location
AA13: Air Attack 13	Available	03/19/2013 1121	PORT
AT01: Air Tanker 01	Available	03/19/2013 1121	PORT
B31: Battalion 31	Available	03/19/2013 1121	HUME
C3: Horseshoe Hot Shots	Available	03/19/2013 1121	PINE
D3: Division 3	Available	03/19/2013 1122	HUME
E31: Engine 31	Available	03/19/2013 1123	PINE
E32: Engine 32	Available	03/19/2013 1120	LAKE
E33: Engine 33	Available	03/19/2013 1120	LAKE
H522: Helicopter 522	Available	03/19/2013 1121	PEPPER
LE4D3: Investigator 4D3	Available	03/19/2013 1122	HUME
P31: Prevention 31	Available	03/19/2013 1121	PINE
P32: Prevention 32	Available	03/19/2013 1121	LAKE

## In Service Report

Reports => Resources => In Service Report



This report shows resources still in the field, and is intended to help you at the end of the day:



File: C:\WCADtemp\InService.TXT

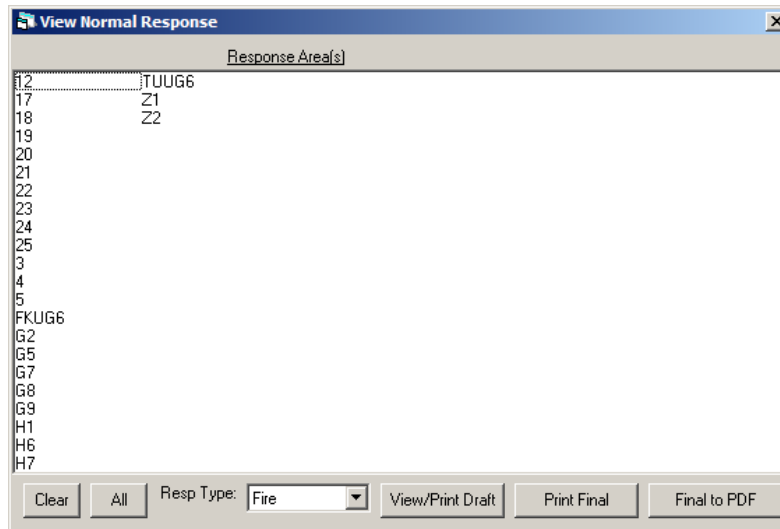
04-04-2011 12:41:14

WildCAD In Service Report  
Bighorn Emergency Communications Center

Resource	Status	Date/Time	Last Log Entry	Log Status	Log Date/Time	Disp
D3	DO InSvc	04/04/2011 1240	- Hume Lake Dirstic	DO InSvc	04/04/2011 1240	AG
E31	In Service	04/04/2011 1240	- Pinehurst Station	In Service	04/04/2011 1240	AG
E32	In Service	04/04/2011 1240	- Lakeshore Station	In Service	04/04/2011 1240	AG

## Normal Response Run Cards

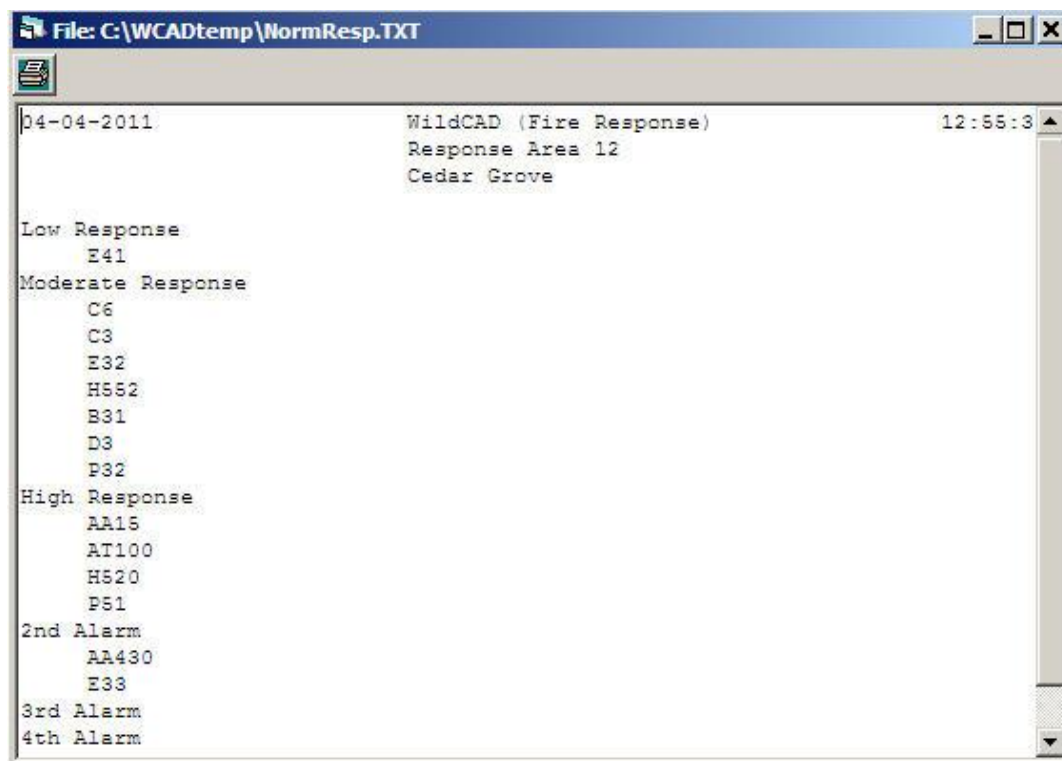
Reports => Resources => Normal Response Run Cards



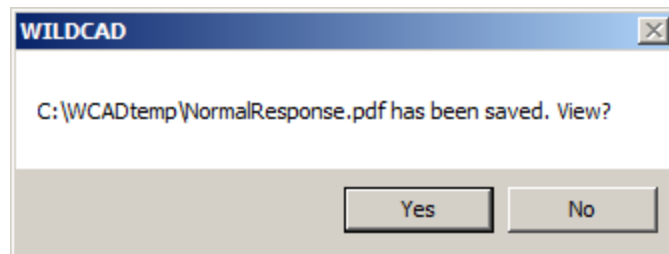
You may print (normal response) run cards:

Select one or more areas, the incident type, and draft or final (text files) or send the "Final to PDF" file.

Example of Final (text file):



Example of “Final to PDF” file.

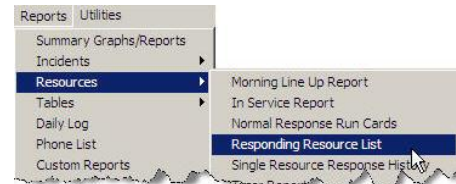


WildCAD Run Card	
<i>Bighorn Emergency Communications Center (Fire Response)</i>	
Area 12 (Cedar Grove)	
<b><u>Low Response</u></b>	
Engine (1):	E41
<b><u>Moderate Response</u></b>	
Engine (1):	E32
Crew (2):	C6, C3
Helicopter (1):	H552
Prevention (1):	P32
Overhead (2):	B31, D3
<b><u>High Response</u></b>	
Helicopter (1):	H520
Air Tanker (1):	AT01
Air Attack (1):	AA13
Prevention (1):	P51
Move Up E31 to FRESNO	
<b><u>2nd Alarm</u></b>	
Engine (1):	E33
Air Attack (1):	AA410
<b><u>3rd Alarm</u></b>	
<b><u>4th Alarm</u></b>	
<b>Note: KNP DPA</b>	
- Mineshaft hazards	
- Notify Aircraft of Powerline	
- 2nd Alarm Move-up an Engine	
- 2nd Alarm Move-up an Engine	
Prepared 03-19-2013 11:39:33	

## Responding Resource List

### Reports => Resources => Responding Resource List

This report shows all of the Resources in your WildCAD database:



Resources - Internet Explorer, optimized for Bing and MSN

C:\WCADtemp\Resources.html

File Edit View Favorites Tools Help

Resources

### WildCAD Resources

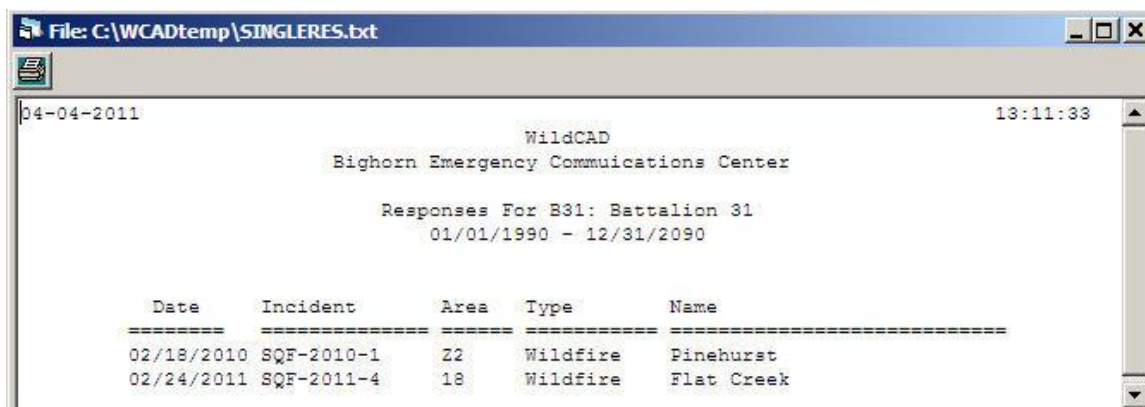
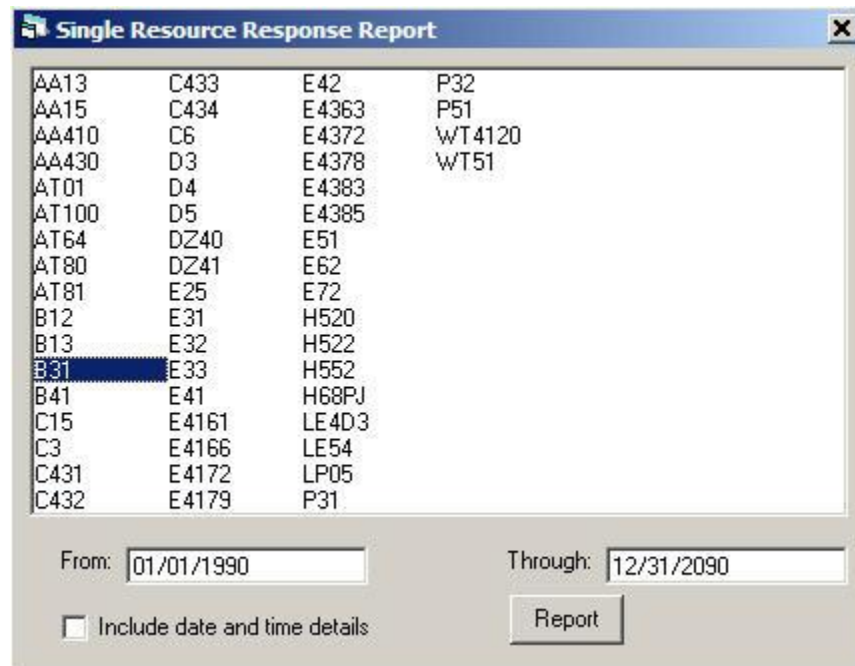
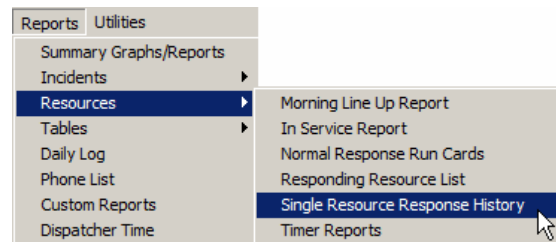
### Bighorn Emergency Commuications Center

Code	Resource	Type	Location	Line Up	Grp	Foreign
68PJ	Helicopter - Type 1	HEL	FRESNO	FKU		True
AA13	Air Attack 13	AA	PORT	SQF		False
AA15	Air Attack 15	AA	LAKE	SNF		False
AA410	Air Attack 410	AA	PORT	TUU		False
AA430	Air Attack 430	AA	FRESNO	FKU		False
AT01	Air Tanker 01	AT	PORT	SQF		False
AT100	Air Tanker 100	AT	LAKE	FKU		False
AT64	Air Tanker 64	AT	LAKE	SNF		False
AT80	Air Tanker 80	AT	PORT	TUU		False
AT81	Air Tanker 81	AT	PORT	TUU		False
B12	Battalion 4112	OVH	HAM	TUU		False
B13	Battalion 4313	OVH	SQUAW	FKU		False
B31	Battalion 31	OVH	LAKE	SQF		False
1			TRIM			False

## Single Resource Response History

### Reports => Resources => Single Resource Response History

Select a Resource and a date range, and this report shows all of the responses made by that Resource.





## Timer Reports

### Reports => Resources => Timer Report

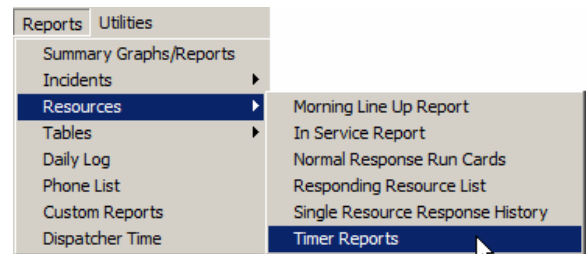
View a list of Timers and statuses:

**Timer Report**

Find Timers FROM Date: 04/04/2011  
THROUGH Date: 04/04/2011  
Find

Resource, Date: AA15, 4/3/2011 4:57:24 PM  
Resource, Date: AA13, 4/3/2011 10:42:18 PM  
Resource, Date: AA13, 4/3/2011 10:44:51 PM  
Resource, Date: D3, 4/4/2011 10:38:37 AM  
Resource, Date: D3, 4/4/2011 10:41:15 AM

Select ALL Print PDF



File: C:\WCADtemp\TIMER.txt

02-25-2011 17:22:46  
WildCAD  
Bighorn Emergency Communications Center  
Timer Report Resource, Date: H520, 2/25/2011 3:31:11 PM  
Incident: SQF-2011-4

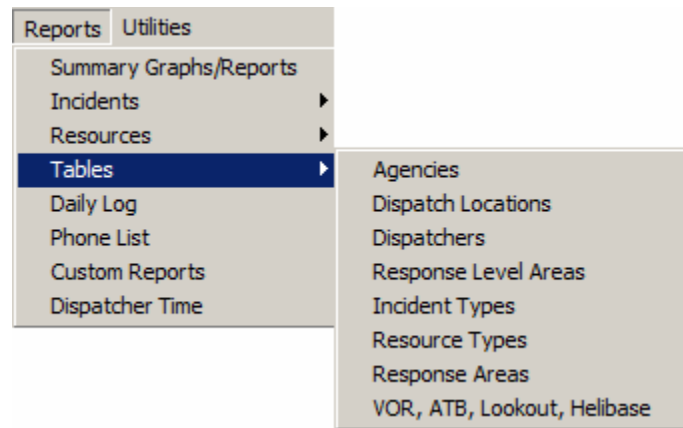
Timer Log Date	Dispatcher Log Entry
2/25/2011 3:31:49 PM	AG OK:

02-25-2011 17:22:46  
WildCAD  
Bighorn Emergency Communications Center  
Timer Report Resource, Date: H522, 2/25/2011 3:33:46 PM  
Incident: SQF-2011-4

Timer Log Date	Dispatcher Log Entry
2/25/2011 3:33:52 PM	AG OK:
2/25/2011 3:34:08 PM	AG OK:
2/25/2011 3:34:27 PM	AG OK:
2/25/2011 3:34:47 PM	AG OK:

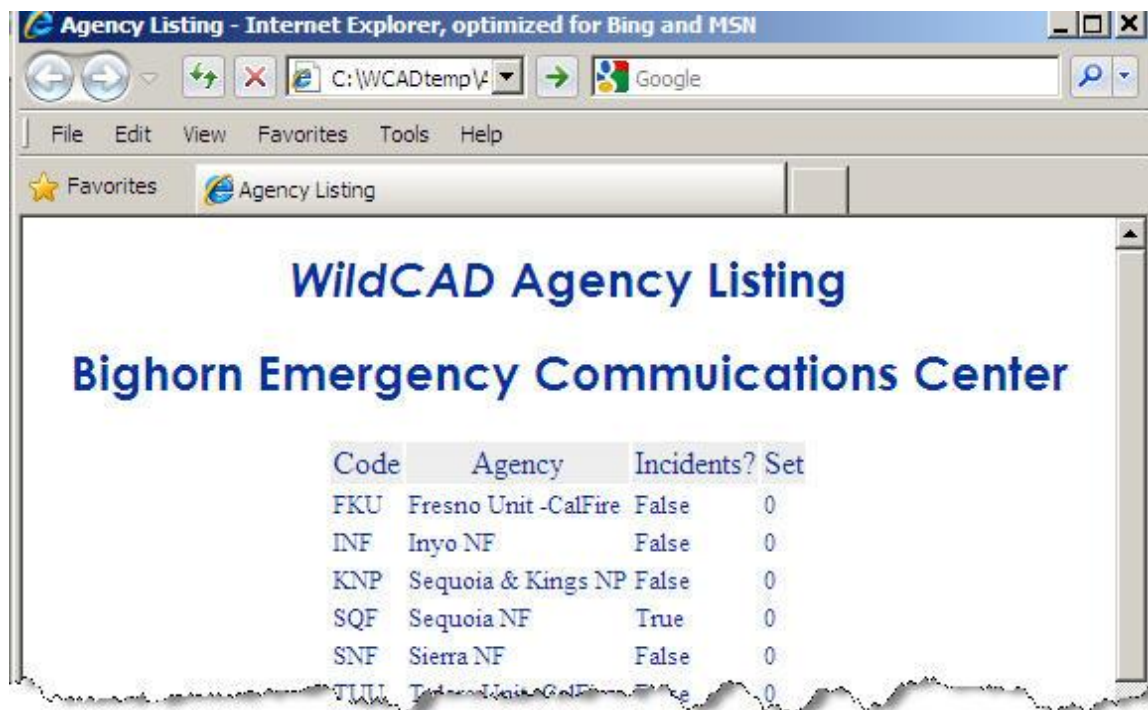


## Tables

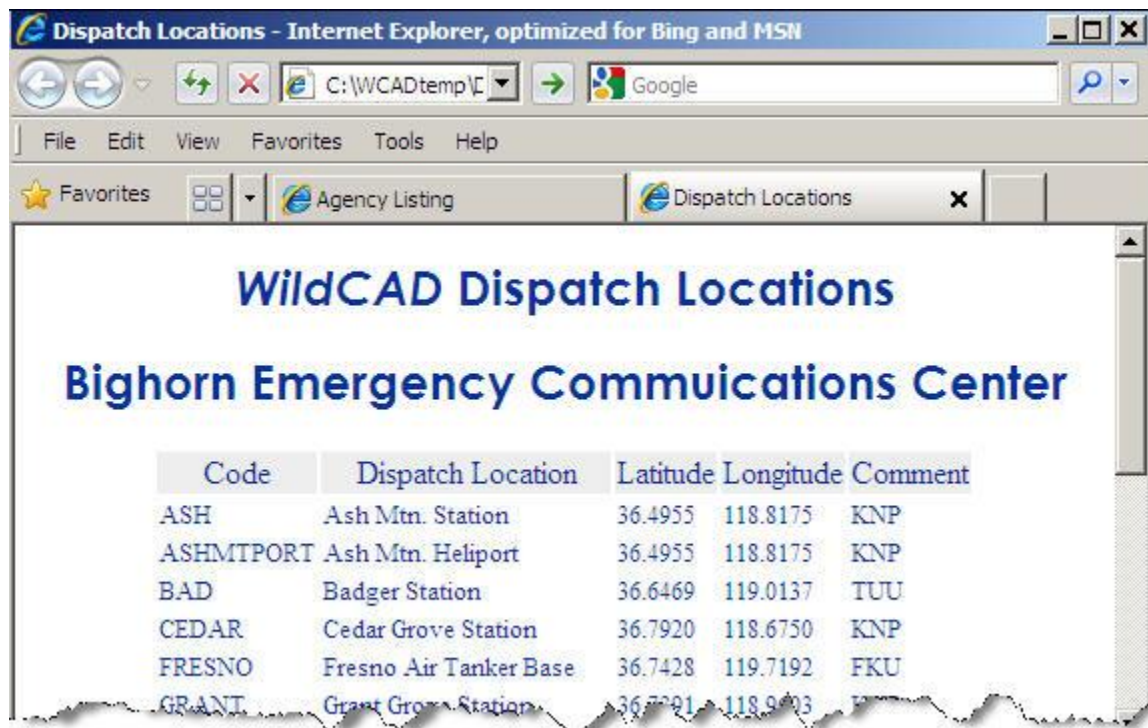


The "Tables" reports list information you setup as you built your WildCAD database. Included reports are:

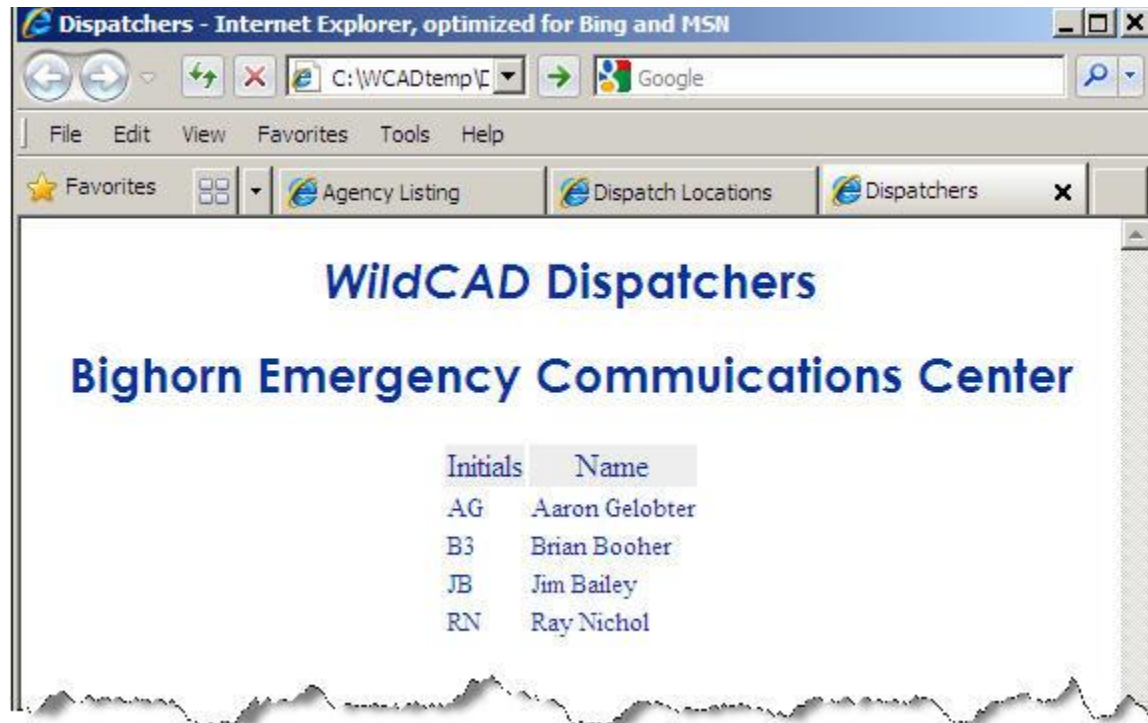
### Agencies



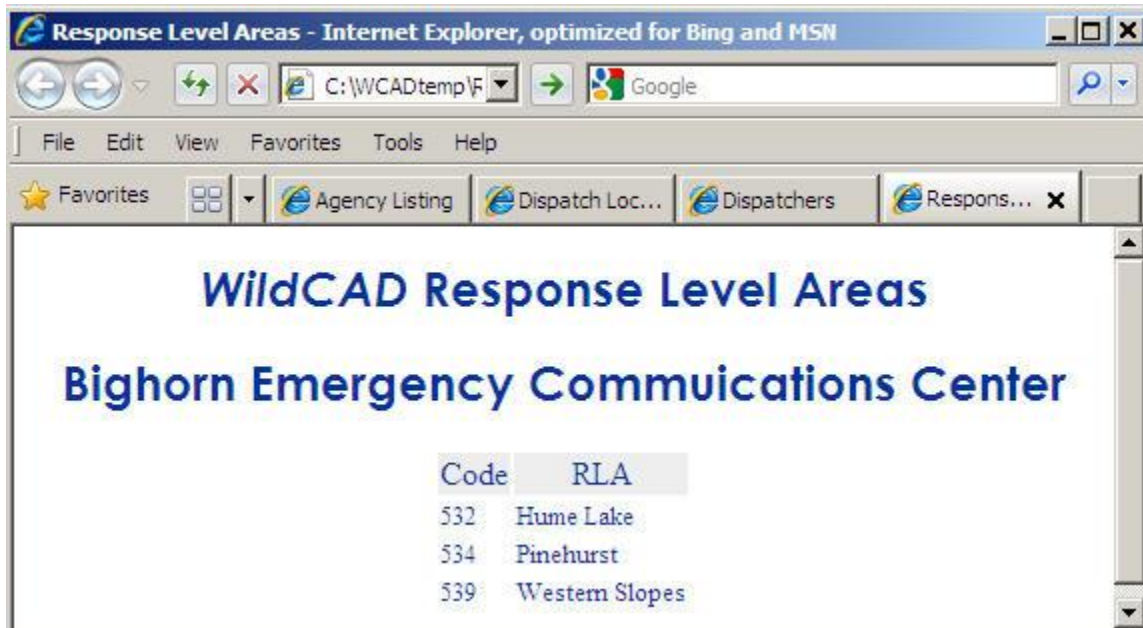
## Dispatch Locations



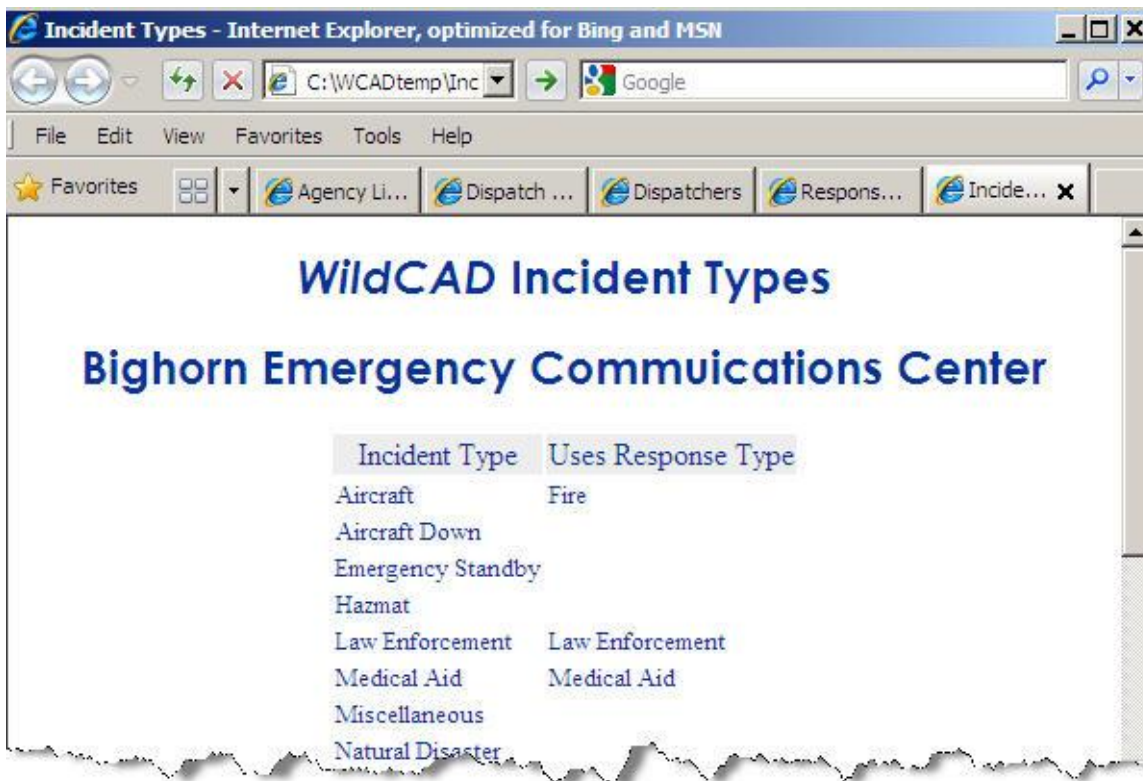
## Dispatchers



## Response Level Areas

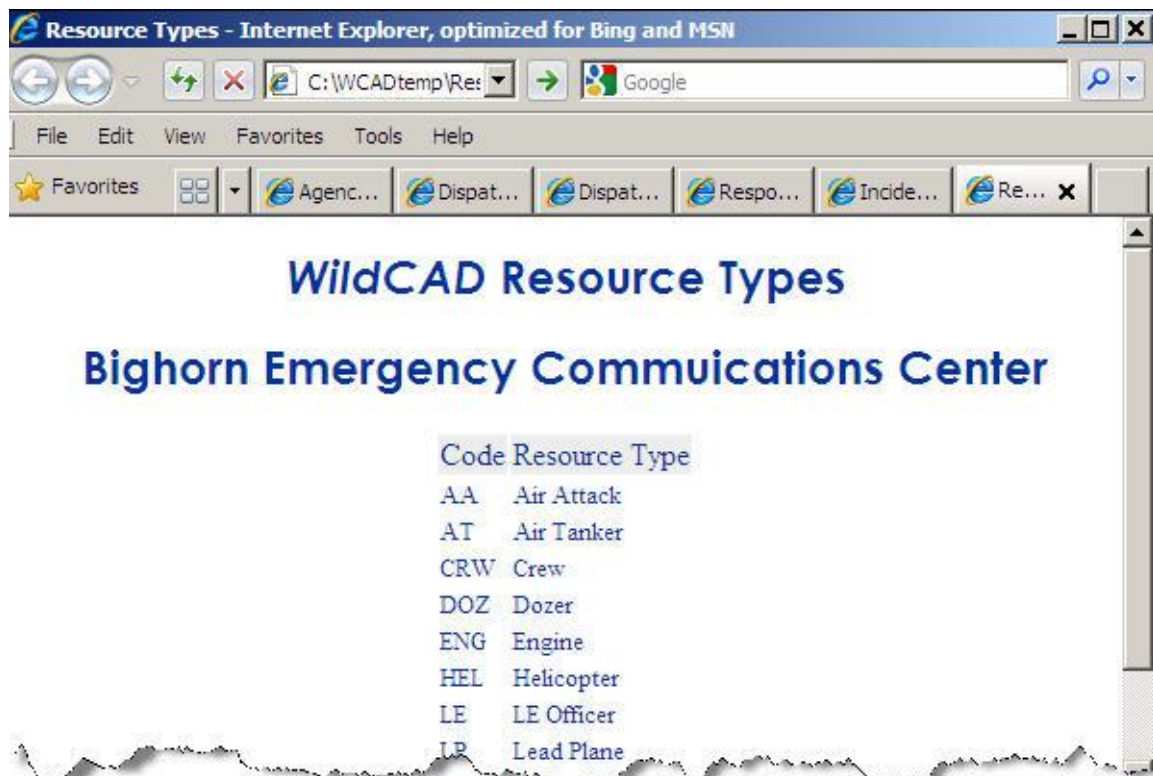


## Incident Types

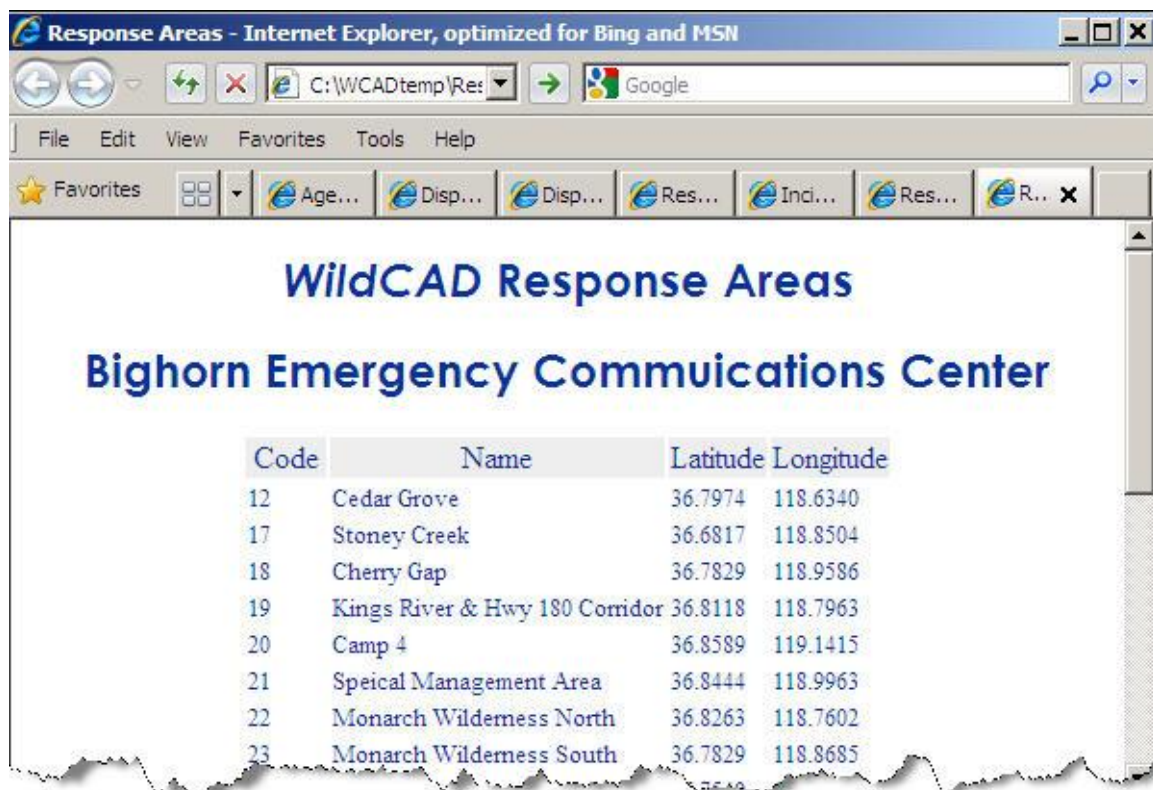




## Resource Types



## Response Areas



**VOR, ATB, Lookout, Helibase**

**VORs, ATB, Lookouts, Helibases - Internet Explorer, optimized for Bing and MSN**

C:\WCADtemp\Loc Google

File Edit View Favorites Tools Help

★ Favorites

Disp... Resp... Incid... Reso... Resp... V... x

## WildCAD VORs, ATB, Lookouts, Helibases

### Bighorn Emergency Commuications Center

Code	Name	Latitude	Longitude	Declination	VOR	ATB	Lookout	Helibase
207	INDEPENDENCE HELIBASE	36.8167	118.2000	15.0	False	False	False	True
4SD	STEAD AIR TANKER BASE	39.6700	119.8767	17.7	False	True	False	False
ALM	ALMA HELIBASE	37.1667	121.9833	16.4	False	False	False	True
AMH	ASH MT HELIBASE	36.5710	118.8250	15.0	False	False	False	True
APL	APPLE VALLEY HELIBASE	34.5833	117.1667	14.5	False	False	False	True
	PROYO GRAY							

## Daily Log Report

### Reports => Daily Log

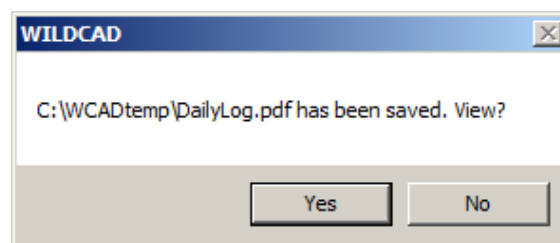
Select the date and information you want to see:



Click “Print” to view the report:

Date	Time	Dispatcher	Log Entry
02/25/2011	1345	AG	E32 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	E33 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	E51 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C6 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C3 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C431 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C432 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	C433 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	WT51 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	H520 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	H552 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	AT100 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	AT64 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	AA15 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	P32 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	B31 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	D3 On Scene SQF-4 2/25/2011 1:45:21 PM
02/25/2011	1345	AG	E33 Available 2/25/2011 1:45:34 PM
02/25/2011	1345	AG	E51 Available 2/25/2011 1:45:34 PM
02/25/2011	1345	AG	E32 Available 2/25/2011 1:45:34 PM
02/25/2011	1345	AG	C3 Available 2/25/2011 1:45:34 PM
02/25/2011	1345	AG	C6 Available 2/25/2011 1:45:34 PM

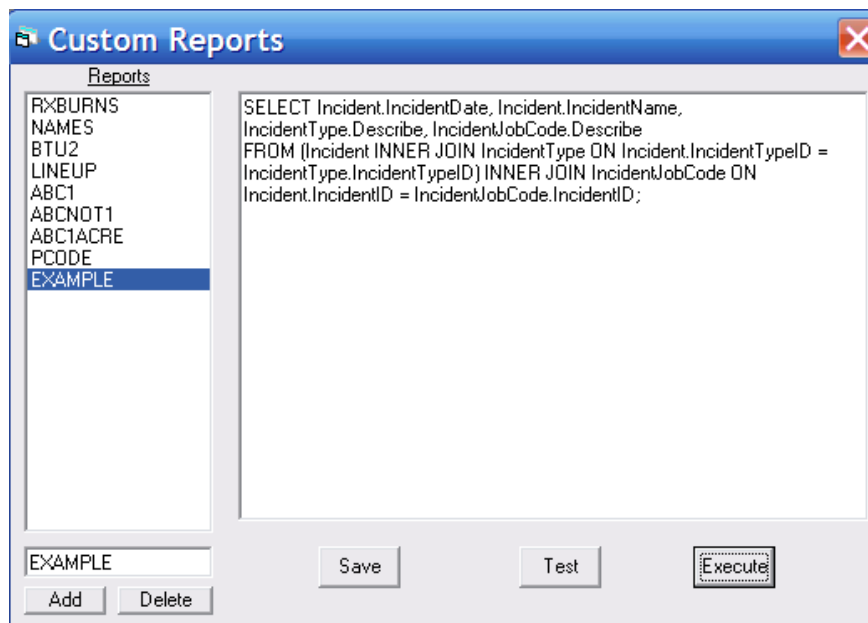
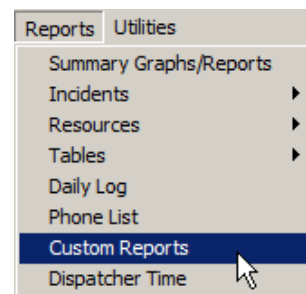
Click “PDF” to save the report as PDF file.



## Custom Reports

### Reports => Custom Reports

Users familiar with SQL to build their own queries, save them, and execute them:



The steps involved are:

1. Enter a report format name (brief, one word) above the “**Add**” button.
2. Click the Add button to add this new name to the list.
3. Select the name from the list under “**Reports**”.
4. Enter your SQL text in the large box.
5. Hit “**Test**” to see if your SQL code is legitimate.
6. Hit “**Save**” to save your report instructions.
7. Hit “**Execute**” to prepare the report.

The results of the above query are shown:

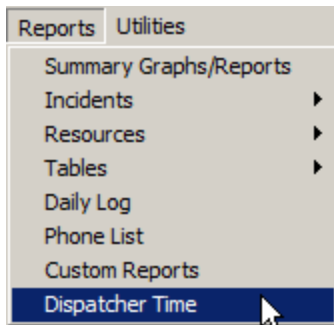
File: C:\WCADtemp\EXAMPLE.REP

05-06-2007 WildCAD 23:53:24

IncidentDate	IncidentName	IncidentType.Describe	IncidentJobCode.Desc
5/7/2006 1:00:00 PM	DUBLEYOU	Resource Order	P34ES
4/10/2007 3:13:00 PM	TESTING 1	Vegetation Fire	P54300
4/10/2007 3:23:00 PM	(New)	Smoke Check	Pou812
5/4/2007 1:02:00 PM	Wingtip	Vegetation Fire	P3KD9
5/4/2007 4:19:00 PM	Poison	Vegetation Fire	P34522
5/4/2007 4:20:00 PM	Ridge	Vegetation Fire	45EFS6
5/4/2007 4:22:00 PM	Doyle	Vegetation Fire	MK345J
5/4/2007 4:23:00 PM	Squaw Complex	Vegetation Fire	PKL34J

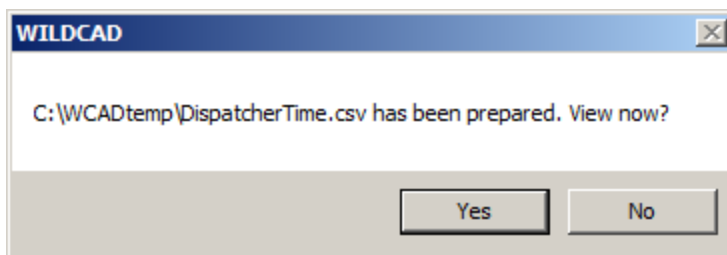
## ***Dispatch Time***

### **Reports => Dispatcher Time**

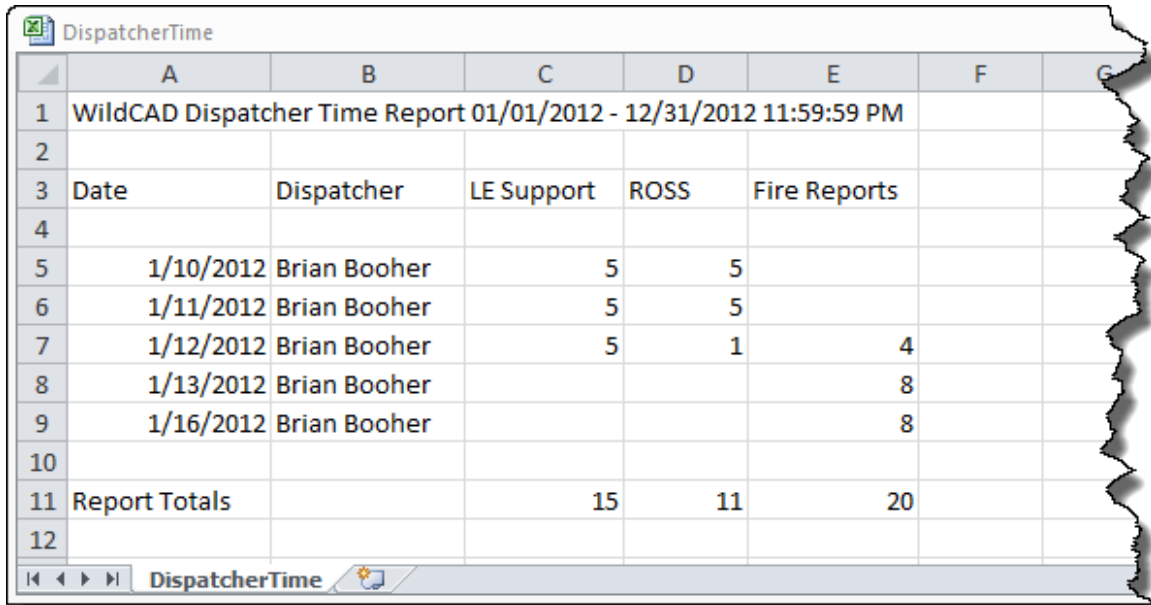


View reports of Dispatcher Time by entering a FROM and THROUGH date range.

Select one of the four report formats. "Detail" shows every day for every Dispatcher. The "Summary" reports group either by day or by dispatcher.







	A	B	C	D	E	F	G
1	WildCAD Dispatcher Time Report 01/01/2012 - 12/31/2012 11:59:59 PM						
2							
3	Date	Dispatcher	LE Support	ROSS	Fire Reports		
4							
5	1/10/2012	Brian Booher	5	5			
6	1/11/2012	Brian Booher	5	5			
7	1/12/2012	Brian Booher	5	1	4		
8	1/13/2012	Brian Booher			8		
9	1/16/2012	Brian Booher			8		
10							
11	Report Totals		15	11	20		
12							

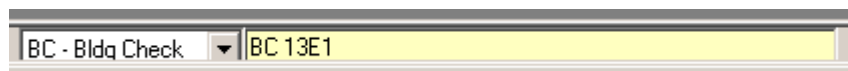
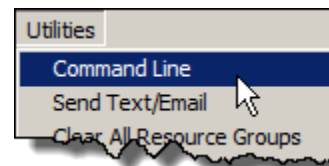
## UTILITIES

The Utilities menu allows you to view certain information about the internal workings of WildCAD and perform other functions:

### **Command Line**

#### **Utilities => Command Line**

Select this item and the optional Law Enforcement Command Line Interface will appear at the bottom of your WildCAD screen:



From the pull-down, you may select:

- TS** – Traffic Stop
- WC** – Weapons Check
- PC** – Pedestrian Check
- SV** – Suspicious Vehicle
- BC** – Building Check
- \* **AU** – Add Unit
- \* **EC** – Enter Comment

Then, to the right, type in the Unit to be committed and hit Enter.

WildCAD will initiate a new Incident (for the first 5 actions listed), and commit the Resource to that Incident.

The final two (\*) actions require that the Command Line have an “**Active Incident**”, to which it can Add a Unit (Resource) or Enter a Comment.

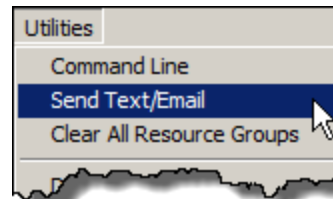
To designate the Active Incident, click on it on the F8 Open Incidents Screen. It will then appear at the bottom:



## ***Send Text/Email***

### **Utilities => Send Text/Email**

If your System Administrator has established your system to send Text/Email, you may use this item to enter a text message or email and have it sent from WildCAD:



Select the person or a Group of names after the word "To", or type an email after "Enter Email". If this message is regarding an Incident, select that Incident from the list after "Re".

Enter the Message itself, and click "Send".

The information will be shown on the Daily Log, or on the Incident Log if this is regarding an Incident.

A screenshot of the 'Send Text/Email' dialog box. The dialog has a title bar with a close button. It contains several fields: a 'To:' field with a dropdown arrow; a list of names and email addresses (Aaron Gelobter, Brian Booher, Jim Bailey, John Green, Ray Nichol); an 'Enter Email:' field with an 'Add' button; a 'Re:' field with a dropdown arrow; a 'Subject:' field; a 'Use:' field with a dropdown arrow showing 'Medical Aid'; and a 'Send' button. There is also a large text area at the bottom for the message content.

If you use the pull down to the right of "Use" and select a preset, and then hit "Use", a new screen will popup showing a preplanned message with blanks to be filled in:

Use Preset Message: Medical Aid	
Patient -	Joe Smith
Sex -	M
Age -	55
Injury -	Broken Bone
At -	Rt. Arm
Transported to -	Hospital
Via -	Ground

Buttons: Save/Use, Cancel

Fill in the blanks, click “Save/Use”, and the resulting message subject and body will be filled in:

**Send Text/Email**

To: Bighorn Team

Aaron Gelobter (agelobter@bighorn.info)  
 Brian Booher (bbooher@bighorn.info)  
 Jim Bailey (jbailey@bighorn.info)  
 John Green (jagreen@fs.fed.us)  
 Ray Nichol (rnichol@bighorn.info)

Enter Email:  Add

Re:

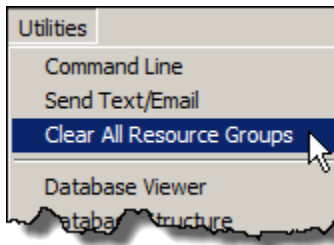
Subject: Medical Aid

Use:  Send

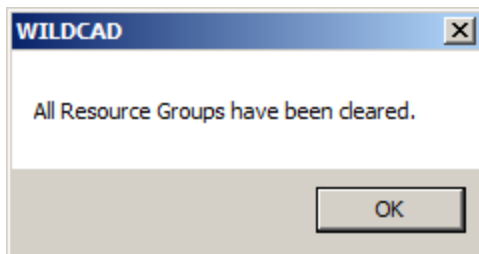
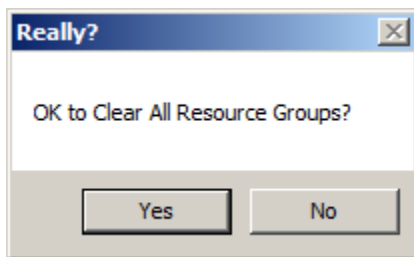
Patient - Joe Smith Sex - M Age - 55 Injury - Broken  
 Bone At - Rt. Arm Transported to - VA Hospital Via -  
 Ground

## ***Clear All Resource Groups***

**Utilities => Clear All Resource Groups**



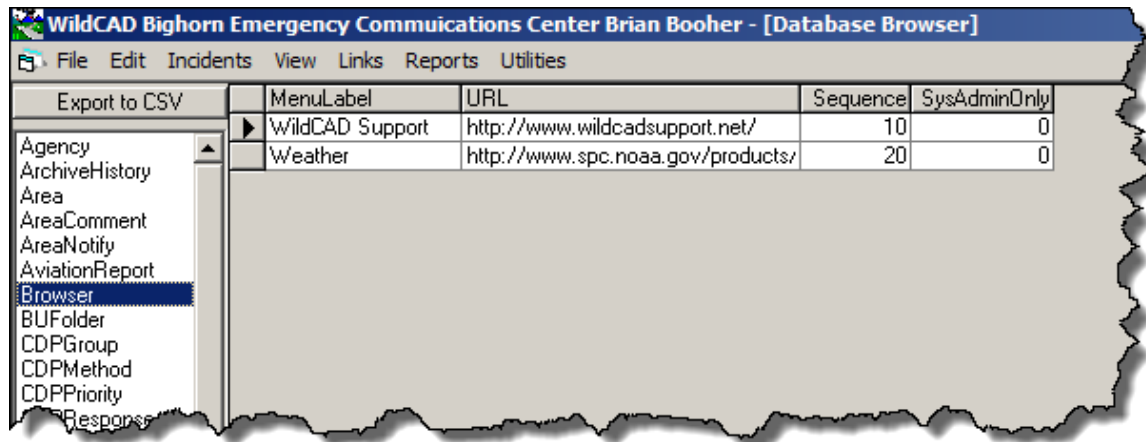
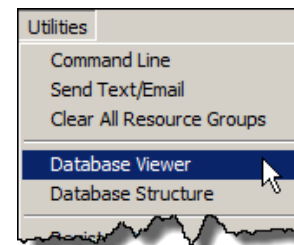
Use this menu item to clear (get rid of) all Resource Groups.



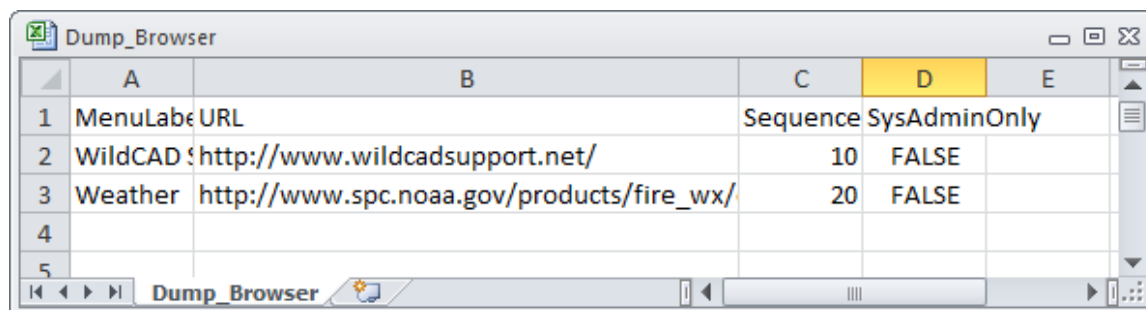
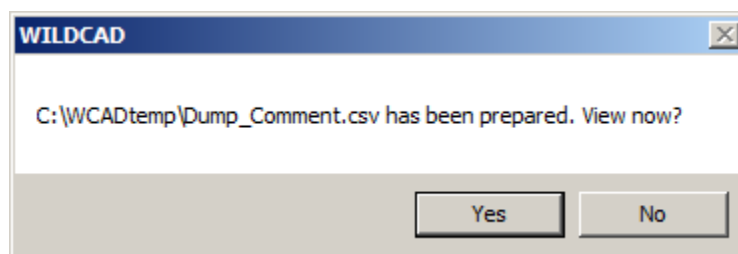
## Database Viewer

### Utilities => Database Viewer

The Database Viewer allows you to examine, but not edit, the data inside WildCAD's Access database:



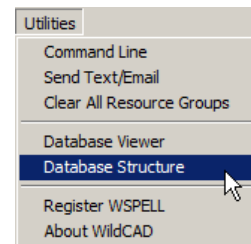
Select a table name at the left to view that table's contents. Click "Export to CSV" to have the selected table saved to a spreadsheet file.



## Database Structure

### Utilities => Database Structure

The Database Structure menu item prepares a report showing the structure of the Access database:



File: C:\WildCAD\DBSTRUCT.txt

02-25-2011 17:51:18

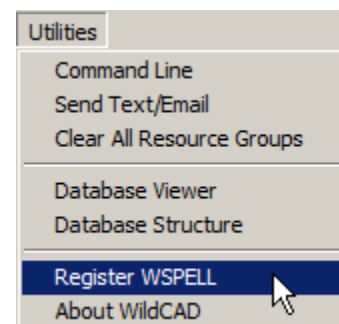
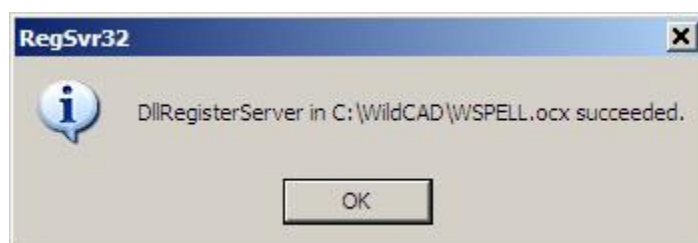
C:\WildCAD\WildCAD.mdb

Table	Field	Type	First Record
=====			
TABLE: Agency			
	FIELD: AgencyID	(LONG-AUTO)	1
	FIELD: AgencyCode	(STRING 5)	SQF
	FIELD: Describe	(STRING 20)	Sequoia NF
	FIELD: Incidents	(BOOLEAN)	True
	FIELD: IncNumSet	(INTEGER)	0
	FIELD: StateCode	(STRING 2)	CA
	FIELD: LastFireNum	(LONG)	
	FIELD: WFDSSUnit	(STRING 5)	CASQF
	INDEX: AgencyCode (+AgencyCode)		
	INDEX: PrimaryKey (+AgencyID PRIMARY)		
TABLE: ArchiveHistory			
	FIELD: ArchiveDate	(DATE)	
	FIELD: Dispatcher	(STRING 30)	
	FIELD: StartDate	(DATE)	
	FIELD: EndDate	(DATE)	
	INDEX: ArchiveDate (+ArchiveDate)		

This report may be helpful to you if you intend to develop custom reports using SQL.

## Register WSPELL

### Utilities => Register WSPELL

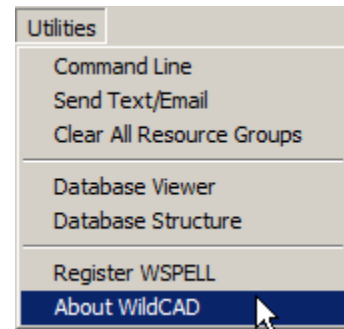
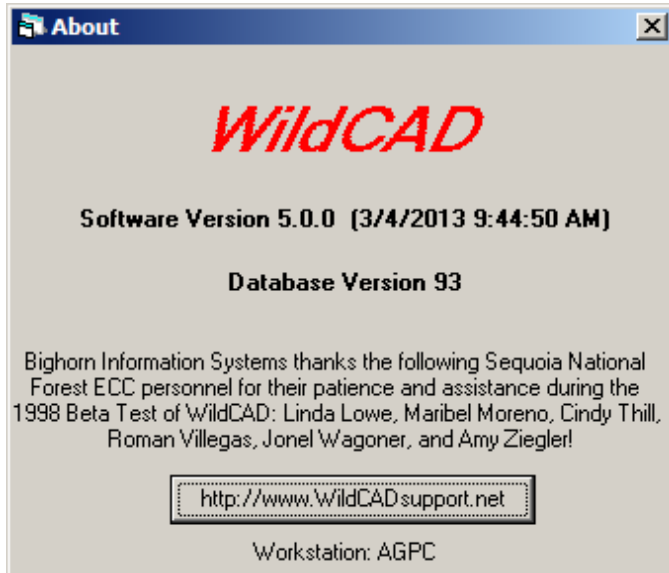


Use as directed by Bighorn's support staff.

## About WildCAD

### Utilities => About WildCAD

The About WildCAD menu item shows information about your software:



If connected to the Internet, click on the button at the bottom to go to the WildCAD Support site.